



UNIVERSITY OF PANNONIA FACULTY OF ENGINEERING ORGANISATIONAL AND OPERATIONAL RULES OF PROCEDURE

Adopted by the Senate: at its meeting on 20th April 2023
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The Organisational and Operational Rules of Procedure (hereinafter referred to as: "Faculty OORP") of the Faculty of Engineering 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.§

- (1) Name of the Faculty: Faculty of Engineering, University of Pannonia
- (2) Identification data of the Faculty:
abbreviated name: UP-FE
registered address: 8200 Veszprém, Egyetem u. 10.
- (3) In accordance with the Chancellor's Directive on the rules of stamp use, the Dean is authorised to use the round seal with the coat of arms of Hungary on it on his or her official documents.
- (4) The Dean's round seal:
the coat of arms of Hungary in the middle,
upper outer circle: "Pannon Egyetem" (University of Pannonia)
upper inner circle: "Mérnöki Kar" (Faculty of Engineering)
lower outer circle: "Veszprém"
lower inner circle: "Dékán" (Dean)
- (5) Legal status of the Faculty: organisation with a decentralised management structure and an elected self-governing body.
- (6) The Faculty is represented by the Dean.
- (7) The brand identity colour of the Faculty is: burgundy.
The coat of arms of the Faculty is included in Annex 1.

II. Organisational Structure

2.§

- (1) The Faculty is an organisational unit performing teaching and research activities related to training programmes in engineering, natural sciences and other disciplines. The Faculty is managed by the Dean.
- (2) Organisational units of the Faculty:
Organisational units responsible for teaching and research duties:
 - (a) research institute

(b) research and development centre

(c) management centre

(d) educational and research institute

Unit responsible for administrative duties:

(e) Dean's office

- (3) The Faculty performs its teaching and research duties in a system consisting of a research institute, a research and development centre, a management centre and an educational and research institute.
- (4) The research institute, the research and development centre, the management centre and the educational and research institute are organisational units responsible for multidisciplinary activities as well as teaching and research duties. These organisational units are managed by directors who qualify as executives. Within the organisational units, further professional teams, work groups, cooperating research centres and research teams may be set up to support the director's activities, however, the heads of these units do not qualify as executives.
- (5) The Dean's Office exercises the administrative and management powers directly relating to the teaching and research activities carried out at the Faculty as specified in the regulations of the University on management and the rules of commitment, other policies and the relevant Chancellor's Directives and is responsible for other organisational tasks of the Faculty. The Dean is the Head of the Dean's Office.
- (6) Other cross-organisational research units responsible for professional coordination activities or set up for specific projects may be established at the Faculty. The head of a unit of this type does not qualify as an executive.
- (7) The employer's rights over the staff employed at the Faculty are exercised by the Rector.
- (8) Over the Dean and the heads of comprehensive organisational units carrying out activities other than the basic activities of the Faculty, the primary employer's rights, wage management rights and the right to give instructions are exercised by the Rector. Over the Deputy Dean and the heads of the teaching and/or research organisational units of the Faculty, the primary employer's rights are exercised by the Rector, while the wage management rights and the right to give instructions by the Dean. Over the head of the organisational unit operating at the university centre, the primary employer's rights are exercised by the Rector, while the wage management rights by the Director General and the right to give instructions by the Dean and the Director General, collectively.
- (9) Primary employer's rights over the employees of the faculty organisational units responsible for teaching and/or research, functional and/or service duties are exercised by the Rector, the wage management rights by the Dean and the right to give instructions by the head of the given organisational unit.
- (10) The organisational units of the Faculty are included in Annex 2.

III. Faculty Level Management Bodies and Positions

3.§

Faculty Council

- (1) The Faculty Council is the management body of the Faculty empowered by the Senate with the right to make decisions, make proposals, comment and supervise. The Dean is the Chairman of the Council.
- (2) At least twenty but no more than twenty-five percent of the members of the Faculty Council with voting rights are made up by the students' representatives delegated by the Students' Union.
- (3) The number of the members of the Faculty Council with voting rights: 20
The members of the Faculty Council with voting rights:
 - a.) Ex officio:

Dean (who is the Chairman of the Council at the same time)	1 member
President of the SUUP FE (Students' Union, University of Pannonia, Faculty of Engineering)	1 member
 - b.) Elected members:

Senior teacher, senior researcher	11 members
Non-senior teacher, non-senior researcher	1 member
other employees, teachers	1 member
 - c.) Through delegation

Students delegated by the SUUP FE	4 members
PhD students delegated by the Doctoral Students' Union	1 member
- (4) Non-voting members of the Faculty Council:

Deputy Dean(s),
 directors of the organisational units,
 degree programme coordinators,
 Head of the Human Resources Department of the University,
 former Dean (for one electoral period),
 representative of the trade union operating at the Faculty,
 Chairman of the Works Council,
 Rector,
 Chancellor,
 representative of the Foundation for the University of Pannonia
- (5) Invitees to the meetings of the Faculty Council:

Deans of the other faculties,
 Director Generals of the university centres.

If the agenda to be discussed at the meeting requires so, the Dean may invite other people to the meetings of the Faculty Council.
- (6) The members of the Faculty Council, except for the student members, are elected for four years in accordance with the effective Regulation on Elections.
- (7) The students' representatives with voting rights (Council members) are elected in accordance with the provisions of the Statutes of the Students' Union of the University of Pannonia and those of the Doctoral Students' Union. The members of the Faculty Council may only include students who have enrolled in the current academic term.
- (8) The elected members of the Faculty Council perform their duties in their personal capacity; the rights and obligations of the Faculty Council members may not be transferred, which means that these rights and obligations may not be exercised by a proxy. Voting rights may be exercised by a proxy only in the case of the ex-officio member Dean and the President of the SUUP FE. Proxies may substitute for proxy voters with full powers.
- (9) Membership in the Faculty Council ceases if:
 - a. the member's term of office expires,
 - b. the member resigns,

- c. the member is recalled,
 - d. the member passes away,
 - e. the employment relationship of the member is terminated, including the period when this member is released from work duties,
 - f. the member's term of appointment expires,
 - g. the student status is suspended,
 - h. the student status is terminated,
 - i. the member is placed into another layer,
 - j. for other reasons specified by the law or the OOR.
- (10) When someone's membership ceases: if it is an elected member, then the body which elected this member is obliged to elect another member and if it is a delegated member, then another member must be delegated in accordance with the effective Regulation on Elections. The term of office of the new member is for the rest of the former member's term of office. In every other case, the provisions of the effective Regulation on Elections apply.
- (11) The Faculty Council holds its meeting as necessary during the academic year, however, at least twice in each term. In justified cases the Dean may convene the Faculty Council for an extraordinary meeting at any time. If at least one-third of the members of the Faculty Council with voting rights submit a written request for the convocation of the Council, the Council must be convened within 15 days.
- (12) The agenda of the Faculty Council is determined by the Dean, taking the proposals submitted into consideration. It is the Dean's Office that sends the invitation and the agenda of the Faculty Council in an electronic form to the members of the Faculty Council seven days before the meeting. The submitter sends the submission in one signed original, in an electronic way to the Dean's Office which then forwards it to the members of the Faculty Council in an electronic form at least three days before the meeting. If necessary, the relevant standing committee of the Faculty Council must be requested to form an opinion on the submissions.
- (13) The meetings of the Faculty Council are chaired by the Dean or, in his or her absence, by the Deputy Dean who is appointed by the Dean for this purpose upon written authorisation and vested with voting rights. The Deputy Dean cannot have voting rights without a dedicated authorisation for this purpose. In such a case, his or her presence must be ignored when determining quorum. The Faculty Council, except for casting votes in an electronic way, has a quorum when at least sixty percent of the members with voting rights are present at the meeting.
- (14) The Faculty Council adopts its resolutions in an open vote, by simple majority of the votes cast by its members with voting rights present at the meeting.
- (15) At least a two-thirds majority of the votes cast by the Faculty Council's members with voting rights present at the meeting is required for initiating adoption or modification of the Organisational and Operational Rules of Procedure and for the adoption of the report on the annual budget and the implementation of the previous year's budget.
- (16) The Dean is obliged to ensure that a secret vote is conducted when the Faculty Council makes a decision on personal matters or if more than fifty percent of the members with voting rights present at the meeting require a secret vote.
- (17) The Faculty Council may use electronic voting in cases and by the means specified in the OORP.
- (18) The resolutions of the Faculty Council must be documented, marked and filed with an identification number in an electronic form.

- (19) Voice recordings and minutes are taken at the meetings of the Faculty Council. Voice recordings must be kept for five years. The minutes must be made available to the members of the Faculty Council and the citizens of the Faculty at the Dean's Office within fifteen days after the meeting. The minutes include the date and place of the meeting, the topics discussed, the comments and the resolutions adopted for each agenda item, indicating the distribution of votes. The meetings are signed by the Dean and attested by two members of the Faculty Council with voting rights. The submissions, the voice recordings and the resolutions are public for the citizens of the Faculty.

4.§

The functional responsibilities and scope of authority of the Faculty Council

- (1) The Faculty Council may make a decision on the following:
- a) establishing and conferring faculty awards;
 - b) determining its own work plan, taking the relevant laws in effect into consideration;
 - c) setting up faculty boards and committees;
 - d) allocation of resources made available to the Faculty from the budget of the University;
 - e) allocation of appropriations made available to the Faculty from the budget of the University;
 - f) approving, commenting on and modifying degree programmes and curricula;
 - g) development of the research and development strategy of the Faculty;
 - h) decisions on all the matters referred to its competence by the law or a university or faculty regulation.
- (2) The Faculty Council makes a proposal for the Senate in the following matters:
- a) approval or modification of the organisational and operational rules of procedure of the Faculty;
 - b) the part of the University's training programme overseen by the Faculty, as part of the training programme: launching new trainings and discontinuing existing trainings;
 - c) ranking the applications submitted for the position of the Dean of the Faculty;
 - d) initiating the recall of the Dean in accordance with the Employment Criteria (hereinafter referred to as: "EC");
 - e) conferring other awards and titles.
- (3) The Faculty Council may form an opinion on:
- a) budgetary and development proposals relevant to the Faculty;
 - b) applications submitted for certain teacher, researcher or management positions in accordance with the EC – and ranking them if more than one application is submitted;
 - c) all the issues where decision-making falls within the scope of authority and competence of the Senate.

5.§

The functional responsibilities and scope of authority of the Dean

- (1) The Dean is responsible for the management of the Faculty. The Dean is appointed for no more than five years; however, this period can be extended multiple times through application.

- (2) The Dean performs his or her duties within the scope of authority conferred to him or her by the Rector; the Dean's functional responsibilities include, in particular:
- a) representing the Faculty before the university and other bodies and executives and also outside the institute upon authorisation,
 - b) developing and implementing the Faculty's human resources strategy;
 - c) coordinating, managing and supervising the activities of the faculty organizational units;
 - d) keeping in touch with the SUUP FE and the Chairman of the trade union operating at the Faculty;
 - e) making proposals for conferring awards in accordance with the EC;
 - f) conferring faculty awards in accordance with the EC;
 - g) making preparations for the meetings of the Faculty Council and executing the resolutions adopted at the meetings;
 - h) performing other tasks and duties and exercising the powers specified in the relevant laws, university regulations and other university policies;
 - i) consulting the heads of the relevant organisational units during the preparatory and implementation phase of projects and funding projects requiring faculty-level coordination in order to ensure efficient resource management and reduce risks to the minimum;
 - j) supervising the financial management of the Faculty.
- (3) The Dean is obliged to inform the Faculty Council of the implementation of the resolutions made by the Faculty Council and all other major measures taken. The Dean is also obliged to inform the Faculty Council of the reasons for his or her actions which deviate from the proposals and the opinion of the Faculty Council.

6.§

Deputy Deans

- (1) The work of the Dean is assisted by no more than three Deputy Deans.
- (2) When the Dean is absent, the Deputy Dean assigned by the Dean substitutes for him or her.
- (3) The distribution of work and duties among the Deputy Deans is detailed by the Dean in their job descriptions.

7.§

The functional responsibilities and scope of authority of the heads of the organizational units

- (1) The functional responsibility and scope of authority of the heads of the organisational units in general include:
 - a) management, monitoring and supervision of the activities of the organisational unit;
 - b) ensuring the optimal use of the resources of the organisational unit;
 - c) cooperation with the other organisational units in accordance with the relevant regulations.
- (2) The head of the organisational unit is responsible for:
 - a) ensuring that the organisational unit complies with the relevant regulations and university rules and that such regulations and rules are complied with;

- b) the use of the resources and assets available to the organisational unit, the alignment of the professional tasks specified by the relevant regulations and ensuring that the principle of economy is complied with;
 - c) the use of financial and human resources and report about them to the Faculty Council upon request.
- (3) In addition to what is listed in Subsections (1) and (2) above, the responsibilities of the head of the organisational units include, in particular:
- a) representing the organisational unit;
 - b) informing those employed by the organisational unit, managing and supervising their activities;
 - c) facilitating and coordinating the teaching activities and scientific research work and publication activities carried out in the organisational unit;
 - d) managing the administration of the organisational unit;
 - e) informing the Dean on a regular basis during the preparatory and implementation phase of projects and funding projects relevant to the organisational unit in order to ensure efficient resource management and reduce risks to the minimum; full compliance with the criteria specified by the Dean during the preparatory and implementation phase of projects;
- (4) If it is not the Dean who bears liability for the financial centre of the organisational unit, then the head of the organisational unit is obliged to
- a) send a report about the management and the funding project activities of the organisational unit to the Faculty Council every six months;
 - b) send a report about the economic activities of the organisational unit in the previous year to the Faculty Council on an annual basis;
 - c) inform the Faculty Council of the budget drawn up for the current financial year.

8. §

The functional responsibilities and scope of authority of professional coordinators of high priority projects

- (1) High priority projects (hereinafter referred to as: “priority projects”) are projects which are classified as such by the Dean and the implementation of which involves several organisational units of the Faculty.
- (2) The faculty-level professional coordinator of priority projects is appointed by the Dean on the basis of the nominations by the heads of the organisational units participating in the implementation of the project.
- (3) The faculty-level professional coordinator of priority projects is obliged to inform the Dean on a regular basis of all the changes and risks that may occur and cooperate with the management of the Faculty in order to ensure efficient resource management and reduce risks to the minimum.

- (4) The faculty-level professional coordinator of priority projects is obliged to present a summary of the professional and financial status of the project at the meeting of the Faculty Council or at a meeting convened for this purpose at least every six months.

9. §

The functional responsibilities and scope of authority of degree programme coordinators

Degree programme coordinators appointed by the Rector to provide for the professional management of degree or training programmes organised at the Faculty:

- a) are responsible for the professional content of the programmes and the quality standards of the degree or training programmes;
- b) coordinate the teaching activities of the organisational units which may involve several degree programmes;
- c) maintain contact with the heads of the teaching organisational units coordinating the classes included in the curriculum of the degree programme they are responsible for. The heads of these organisational units must provide all the information necessary for the organisation and professional supervision of the programme;
- d) The work of degree programme coordinators is assisted by a Special Board whose teacher members are appointed by the Dean and whose student members are delegated by the Students' Union.
- e) are responsible for developing the enrolment programme of the degree programme and monitoring the implementation thereof.
- f) are responsible for the development and implementation of the quality improvement programme of the degree programme, about which they send a report to the Faculty Council in every academic year.

IV. Structure of the Faculty

10. §

Dean's Council

- (1) The Dean's Council is an operational working group which is made up of the management of the Faculty, is vested with the right to make proposals and is tasked with helping the Dean with his or her activities and aligning the implementation of the tasks relating to the management of the Faculty.
- (2) Its main task is to form an opinion on faculty-level educational, research, business and management measures planned to be taken.
- (3) The Dean's Council is chaired by the Dean. Its members:
 - a) Deputy Deans
 - b) directors of the organisational units

The work of the Dean's Council is assisted by the President of the SUUP FE and a representative delegated by the Doctoral Students' Union is invited in student-related matters and the employees of the Dean's Office are invited in operational matters.

11. §

Dean's Office

- (1) The Dean's Office, which is an organisational unit operating at the Faculty, has the following duties: tasks directly related to the teaching and research activities of the Faculty; performance of administrative-management tasks specified in the regulations on the financial management of the University and the rules of commitment as well as in other regulations or the relevant instructions; responsibilities for the management, educational, administrative, marketing and communication tasks of the Faculty; administrative tasks of the organisational units operating at the Veszprém campus.
- (2) The Dean's Office is an organisational unit directly reporting to the Dean.
- (3) The Dean's Office is responsible for the following:
 - a.) performing operational, administrative, organisational, communication and ceremonial tasks and duties related to the responsibilities of the Faculty Council, the Dean's Council, the Faculty Council committees, the Dean, the Deputy Deans and the degree programme coordinators;
 - b.) organising and making preparations for faculty events and enrolment programmes;
 - c.) taking part in the development of faculty regulations;
- (4) The functional responsibilities and scope of authority of the staff of the Dean's Office are detailed in their job descriptions.

12. §

Faculty-level committees and boards

- (1) Standing and temporary faculty committees are set up by the Faculty in cases defined in the OOR and for making preparations for the decision-making process in matters that are of utmost importance for the Faculty. These committees:
 - a.) form an opinion on the proposals relevant to their field of specialisation,
 - b.) formulate and submit proposals,
 - c.) supervise the implementation of resolutions relevant to their field of specialisation.
- (2) The following standing committees are established by the Faculty Committee for the period of its own term of office:

a) Quality Management Committee

It is a committee under the management of the Deputy Dean for Education and Accreditation.

The committee is responsible for coordinating measures aimed at improving the educational activities of the Faculty. Its scope of competence includes tasks relating to the management of the quality management system and accreditation at an organisational unit level.

Members of the committee:

- (i) Chair: Deputy Dean for Education and Accreditation
- (ii) Members: representatives of the organisational units of the Faculty, the secretaries of the Doctoral Schools, the President of the SUUP FE and a representative delegated by the Doctoral Students' Union.

b) Educational and Credit Transfer Committee

Responsibilities of the committee: its scope of competence includes tasks relating to the modification of the curriculum and the assessment of student applications.

Members of the committee:

- (i) Chair: Dean for Education and Accreditation
- (ii) Members: degree programme coordinators, those delegated by the SUUP FE and the Doctoral Students' Union

In study-related matters, the number of members delegated by students makes up 25 percent of the members of the committee.

In credit transfer-related matters, student representatives may not attend.

c) Economic Committee

Responsibilities of the committee: forming an opinion on the allocation of the faculty budget and on the implementation of economic decisions.

Members of the committee:

- (i) Chair: Deputy Dean for Economic Affairs
- (ii) Members of the committee: representatives elected from the senior teachers of the Faculty (at least half of the committee), a representative of the trade union operating at the Faculty, President of the SUUP FE.

d) Disciplinary and Compensation Board

The Disciplinary and Compensation Board (hereinafter referred to as: "Board") is made up of 6 members. The teacher members and the Chair of the Board are appointed by the Dean on the basis of the nominations by the Faculty Council. The student members are delegated by the Students' Union in accordance with the relevant provisions of their own regulation.

In specific disciplinary cases, the Disciplinary and Compensation Committee comprising the Chair and two members of the Board has competence. The Chair and members of the committee are appointed by the Chair of the Board from among the disciplinary Board in a way that one of the members must be the representative of the Students' Union or the Doctoral Students' Union.

The Board is responsible for conducting disciplinary proceedings in the case of disciplinary issues and adopting a disciplinary decision.

Members of the Board:

- (i) Chair: a senior teacher of the Faculty
- (ii) Members: Deputy Dean for Education and Accreditation, representatives elected from the senior teachers of the Faculty (the teacher members, including the Chair, make up two-thirds of the members of the Board), representatives of the SUUP FE and the Doctoral Students' Union (one-third of the members of the Board).

e) Award Committee

The committee is responsible for making preparations for establishing and granting faculty awards and for making proposals for granting institute and state awards.

Members of the committee:

- (i) Chair: Dean of the Faculty
- (ii) Members: Deputy Deans, a senior teacher, a representative of the SUUP FE and the Doctoral Students' Union.

f) Students' Social Committee

The committee is responsible for determining the lower credit index for scholarships and the minimum amount of the monthly scholarship per person. In addition, it is entitled to allocate the quarterly budget of students' scholarship allowance (and other benefits), makes decisions on the use of a part of the fees paid by the students and defines the eligibility criteria of one-time scholarships.

Members of the committee:

- (i) Chair: a senior teacher of the Faculty
- (ii) Members: a representative of the Department of Students' Financial Affairs at the Directorate of Academic Affairs, the President of the SUUP FE and the Deputy Chair of the Students' Social Committee of the University of Pannonia.

g) Faculty Scholarship Committee

Responsibilities of the committee: making decision on the conferral of faculty awards at the Faculty

Members of the committee:

- (i) Chair: Deputy Dean for Economic Affairs
- (ii) Members: Deputy Deans of the Faculty, the representative of the unit announcing the application process, a staff member of the Directorate General for Finances, representatives of the SUUP FE and the Doctoral Students' Union.

- (3) The chairs of the committees listed in Paragraphs d.)-f.) of Subsection (2) above are elected by the Faculty Council on the basis of the nominations by the Dean and appointed by the Dean, while its members are approved by the Faculty Council on the basis of the nominations by the chair and appointed by the Dean. The bodies representing interest, the Works Council, the Students' Union and the Doctoral Students' Union may delegate representatives to the committees.
- (4) Temporary faculty committees may be set up for managing faculty tasks and making preparations for decision-making in matters that are of utmost importance for the functioning of the Faculty. The rules for the establishment, composition, sphere of competence and functioning of such temporary committees are specified in the council resolution in which their set-up is determined. The chairs and members are appointed by the Dean.
- (5) A council must be established for supporting the work of the directors of the various organisational units. The members of this council include the full-time senior teachers and senior researchers of the organisational unit. The director is obliged to convene the council and inform them of their current tasks at least every six months in term time. The council must be convened if at least one-third of the members or all the members of a group request so in writing. All the employees of an organisational unit may take part at the meetings convened by the head of the organisational unit. The director is obliged to hold a meeting for the organisational unit at least once in every six months.

13. §

Rules of Contact and Communication

- (1) Contact between the Faculty and its organisational units is kept in the form of boards, committees and meetings specified in the Faculty OORP.
- (2) The management and employees of the Faculty keep contact with the organisational units of the Faculty and the University in accordance with their job descriptions.

14. §

Transitional and Final Provisions

- (3) This Regulation of the Faculty enters into force on 2nd May 2023, following its approval by the Senate and adoption by the Board of Trustees. At the same time, the OORP that entered into force on 1st December 2021 (by Senate Resolution 106/2021 (X. 28.) ceases to have effect.

The Faculty Council, through its MK KT Resolution 72/2023 (IV.05.), proposes this Regulation to be adopted.

Place and date: Veszprém, 5th April 2023

Dr. Sándor Németh
Dean

Approved by the Senate through its **Senate Resolution 84/2023 (IV.20.)**

Place and date: Veszprém, 20th April 2023.

Dr. András Gelencsér
Rector

Zsolt Csillag
Chancellor

On behalf of the Foundation for the University of Pannonia, as maintainer, approved.

Place and date: Veszprém, 20th April 2023.

Dr. Péter Bartus
Operative Director

Annexes

1. Annex: The Coat of Arms of the Faculty of Engineering
2. Annex: Organisational Chart of the Faculty of Engineering
3. Annex: The Awards and Honours of the Faculty of Engineering

The Coat of Arms of the Faculty of Engineering



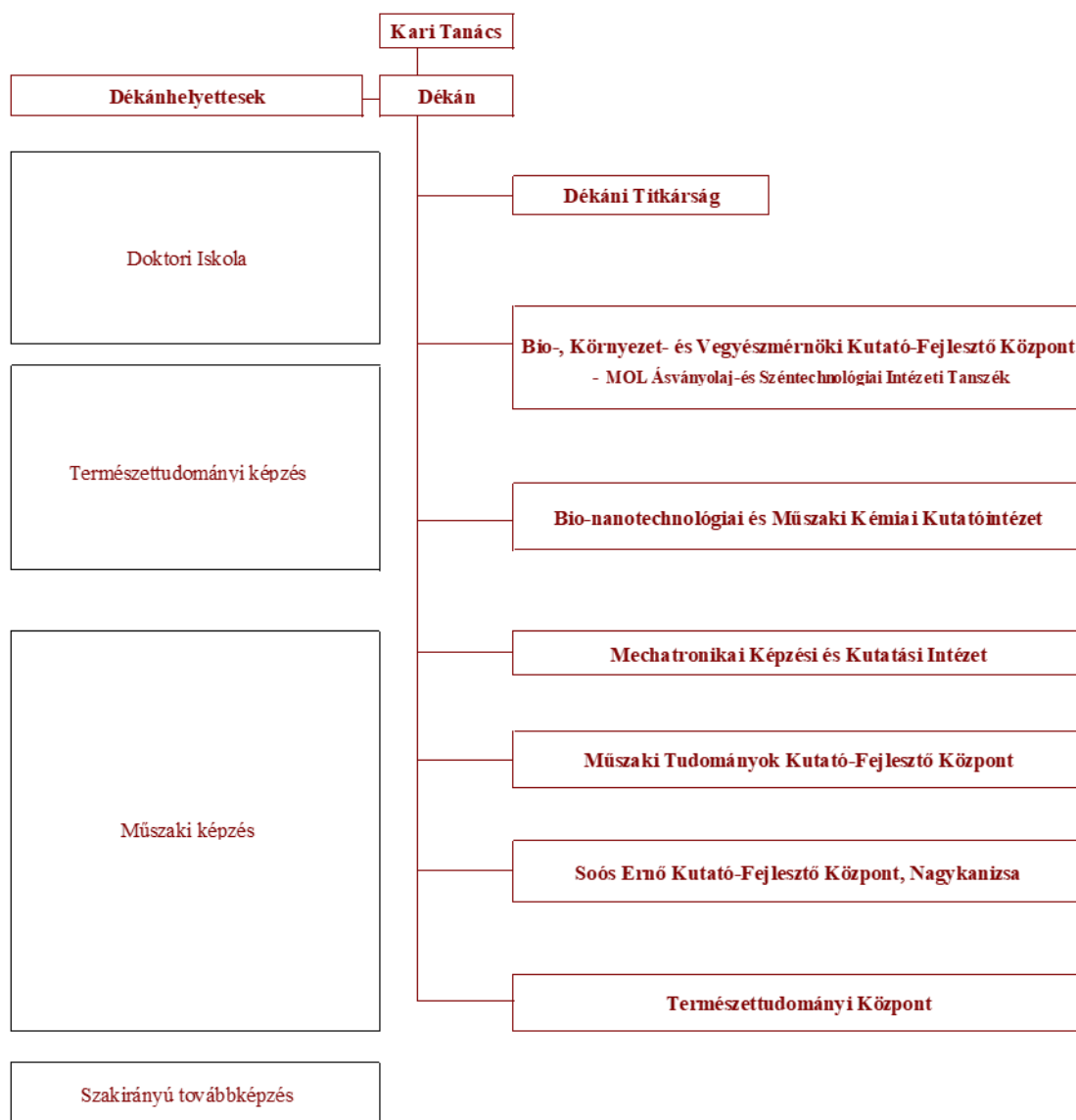
Organisational Chart of the Faculty of Engineering

Érvényes: 2023. május 2-től

Szenátusi határozat száma:

84/2023. (IV.20.)

MÉRNÖKI KAR



The Awards and Honours of the Faculty of Engineering

I. Conditions and procedure of conferring the “Excellence in Teaching Award of the Faculty of Engineering” of the University of Pannonia

(1) The award may be granted to:

- teachers and researchers employed full time at the Faculty of Engineering:
 - who have significantly contributed to improving the quality of the educational or research activities of the Faculty and to the introduction and widespread propagation of the practical utilisation of the scientific research results;
 - whose teaching activities are rated at least 4.0 by the students;
 - who agree to give a presentation and share their teaching experience and best practices with their colleagues showing interest at an event organised by the Faculty during the year following the conferral of the award;
 - who agree to give educational lectures twice during the year following the conferral of the award at events organised by the Faculty with the aim of promoting sciences.

(2) The award can be won through an application submitted upon the invitation of the Dean on the basis of the nominations of the heads of the organisational units and the Students' Union operating at the Faculty. Applications may be submitted if the criteria specified in the announcement are met. The conferral of the award is decided on by an evaluation committee in accordance with the criteria specified in the announcement of the application for the award. The evaluation committee comprises: the Dean of the Faculty, the Deputy Deans, one senior teacher and the President of the Students' Union operating at the Faculty. The granting of the award is verified by the Faculty Council in a secret vote. Should the Faculty Council not support a nominee when deciding on the award, the evaluation committee makes another nomination from among the other applications submitted.

(3) The award may be granted to a person only once. No more than one award may be conferred a year and it is presented by the Dean at the term opening or the graduation ceremony.

(4) A monetary price of HUF 1,000,000 (gross) may accompany the award.

(5) The text of the certificate of merit:

We,
the Faculty Council of the
Faculty of Engineering, University of Pannonia
grant to Mr. / Mrs. / Ms.

.....

the

Excellence in Teaching Award of the Faculty of Engineering

as a recognition of his/her outstanding contribution to and teaching & research activities
for the improvement of the Faculty's scientific, educational and research standards.

Place and date: Veszprém, on (day) (month) (year)

.....

Dean, Chair of the Faculty Council

II. Conditions and procedure of conferring the “Kálmán Varga Young Researcher Award of the Faculty of Engineering of the University of Pannonia”

(1) The award may be granted to:

- teachers and researchers employed full time at the Faculty of Engineering:
 - who are under the age of 45 at the time of submitting the application (the 45-year age limit may be extended by child-raising periods and the period of compulsory military service);
 - who play a significant role in the research & development work of the Faculty with their professional and scientific activities;
 - who do not hold a ‘Doctor of the Hungarian Academy of Sciences’ title when submitting the application;
 - who have reached scientific and professional achievements that are significant at an international level in their own discipline within the five years preceding the announcement;
 - who have created significant scientific and/or engineering-intellectual work.

(2) Applications can be submitted according to the criteria specified in the application announcement. The conferral of the award is decided on by an evaluation committee in accordance with the criteria specified in the announcement of the application for the award. The evaluation committee comprises: the Dean of the Faculty, the Deputy Deans and the heads of the Doctoral Schools operating at the Faculty. The granting of the award is verified by the Faculty Council in a secret vote. Should the Faculty Council not support a nominee when deciding on the award, the evaluation committee makes another nomination from among the other applications submitted.

(3) A monetary price of HUF 1,000,000 (gross) may accompany the award.

(4) The award may be granted to a person only once. No more than one award may be conferred a year and it is presented by the Dean at the graduation ceremony.

(5) The text of the certificate of merit:

We,
the Faculty Council of the
Faculty of Engineering, University of Pannonia
grant to Mr. / Mrs. / Ms.
.....
the
Kálmán Varga Young Researcher Award of the Faculty of Engineering of the University of Pannonia
as a recognition of his/her professional and scientific activities.

Place and date: Veszprém, (day) (month) (year)

.....
Dean, Chair of the Faculty Council

III. Conditions and procedure of conferring the “Outstanding Associate of the Faculty of Engineering” of the University of Pannonia Award

(1) The award may be granted to:

The most excellent employees of the Faculty other than teachers and researchers for their years-long outstanding activities.

(2) The conferral of the award may be initiated by the heads of the organisational units and the Dean. The conferral of the award is decided on by the Faculty Council in a secret vote.

(3) No more than three awards may be granted a year. The award may be first granted after 5 years of employment with the Faculty. A person may receive the award multiple times, however, not within 5 years.

(4) The award is accompanied by a certificate of merit attesting the conferral of the award and a monetary prize in an amount of HUF 250,000 (gross). The award is presented by the Dean at the term opening or the graduation ceremony.

(5) The text of the award:

We,
the Faculty Council of the
Faculty of Engineering, University of Pannonia
grant to Mr. / Mrs. / Ms.

.....

the
„Outstanding Associate”
Award

for his/her outstanding activities performed at the Faculty.

Place and date: Veszprém, (day) (month) (year)

.....

Dean, Chair of the Faculty Council

IV. Conditions and procedure of conferring the “Certificate of Merit of the Faculty of Engineering” of the University of Pannonia

(1) The award may be granted to:

- natural and legal persons who have significantly promoted the development and expansion of the scientific and educational activities of the Faculty, providing great help to the Faculty.
- those who have significantly contributed to improving the quality of the educational or research activities of the Faculty and of the content of the training programmes as well as to the introduction and widespread propagation of the practical utilisation of the scientific research results.

(2) The conferral of the award may be initiated by the heads of the organisational units and the Dean. The conferral of the award is decided on by the Faculty Council in a secret vote.

(3) No more than one award may be granted a year. The award is presented by the Dean at the term opening or the graduation ceremony

(4) A person may receive the certificate of merit only once.

(5) The text of the certificate of merit:

We,
the Faculty Council of the
Faculty of Engineering, University of Pannonia
grant to Mr. / Mrs. / Ms.
.....
the
“Certificate of Merit of the Faculty of Engineering”
Award
for his/her outstanding contribution to improving the scientific and educational activities
of the Faculty.

Place and date: Veszprém, (day) (month) (year)

.....
Dean, Chair of the Faculty Council