



University of Pannonia

ZALAEGRSZEG FACULTY OF BUSINESS  
ADMINISTRATION  
ORGANISATIONAL AND OPERATIONAL  
RULES OF PROCEDURE

**Approved by the Senate on:** 27<sup>th</sup> October 2022

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*The Organisational and Operational Rules of Procedure (hereinafter referred to as: “**Faculty OORP**”) of the Zalaegerszeg Faculty of Business Administration (hereinafter referred to as: “**Faculty**”) 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 data of the Faculty**

- (1) Name of the Faculty: University of Pannonia, Faculty of Business Administration Zalaegerszeg
- (2) Identification of the Faculty:  
abbreviated name: UP-FBAZ registered address: 8900 Zalaegerszeg, Gasparich street 18/A.
- (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:  
upper outer circle: “PANNON EGYETEM” (UNIVERSITY OF PANNONIA)  
upper inner circle: “Gazdálkodási Kar Zalaegerszeg” (Zalaegerszeg Faculty of Business Administration)  
in the middle: coat of arms of Hungary  
under the coat of arms of Hungary: 1.  
lower outer circle: “Zalaegerszeg”  
lower inner circle: “Dékán” (Dean).
- (5) Legal status of the Faculty: organisation with budgetary responsibility, a decentralised management structure and an elected self-governing body.

- (6) The Faculty is represented by the Dean.
- (7) Official language of the Faculty: Hungarian

## **2. §**

### **Main responsibilities of the Faculty**

- (1) The Faculty is responsible for educational and research activities in the fields of finance and accounting, as well as business administration and management. The Faculty shall carry out its educational and research activities using domestic and international literature and its own research results, building on the University's tradition.

## **II. Organisational and Operational Structure of the Faculty**

### **3. §**

#### **Organisational structure of the Faculty**

- (1) With its professional independence and elected self-governing body, the Faculty is an organisational unit of the University which performs its duties specified in the University OOR. The Faculty OORP shall not be in conflict with the provisions of the OORP of the University Center of the University of Pannonia at Zalaegerszeg or the University OOR or other regulations of the University.
- (2) The structure of the organisational units of the Faculty is set out in Annex 1 to this Faculty OORP.
- (3) The educational and research activities of the Faculty are carried out within the departments of the Faculty.
- (4) 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.
- (5) The employer's rights over the staff employed at the Faculty are exercised by the Rector who may delegate this right in accordance with the provisions of the relevant Rector's directive.

### **4. §**

## **Department**

- (1) A department is an organisational unit which is responsible for training, scientific research and the organisation of teaching activities in connection with at least one subject area and which has an infrastructure operated at appropriate standards. A department is managed by the Head of Department which qualifies as an executive position.

## **5. §**

### **Functional organisational unit with service-related responsibilities**

- (1) The Faculty has a Dean's Office which serves as a functional organisational unit having service-related responsibilities under the direct management of the Dean to facilitate teaching, research and learning activities and to support the educational system. The work of the Dean may be assisted by a Head of the Dean's Office who does not qualify as an executive.
- (2) The responsibilities of the Dean's Office:
- a) as part of its task to support the executives of the Faculty of Business Administration Zalaegerszeg
    - taking care of the administrative tasks of the management of the Faculty;
    - discussing deadlines within the activities of the executives of the Faculty, fixing appointments and meetings;
    - receiving guests visiting the executives of the Faculty;
    - dealing with ceremonial matters;
    - providing data and make preparations for reports, coordinating reporting;
    - supporting the quality management activities of the Faculty;
    - keeping in touch with the teachers of the Faculty and external lecturers;
    - cooperating with the central organisational units managed by the Rector and the Chancellor.
  - b) in connection with regulations and policies
    - monitoring and reporting on the changes in legislation, internal regulations and instructions affecting the Faculty's responsibilities;

- making preparations for and updating the Faculty's regulations and ensuring their mandatory publication on the Faculty's website.
- c) in connection with administrative duties
  - carrying out tasks related to the management of records and files, organising the management of the Faculty's records and files, and performing tasks related to the administration of records, files, documents and mails;
  - managing the archives of the Dean's Office and sorting out documents;
  - keeping on file and managing the stamps and seals of the Dean's Office in accordance with the Chancellor's instructions on the use of stamps.
- d) in connection with board and other meetings
  - making preparations for the meetings of the Faculty Council in line with the Dean's instructions and taking care of the related administrative tasks;
  - keeping the decisions made by the Faculty Council on file, forwarding them to the management of the Faculty and University Center of the University of Pannonia at Zalaegerszeg;
  - managing the administrative tasks related to the sessions of the Management Meeting, performing administrative tasks;
  - providing administrative support to the work of the committees on an ad hoc basis.
- e) in connection with internal communication
  - ensuring the internal flow of information, compiling internal information bulletins and circulars;
  - supporting the flow of information between the organisational units and the employees of the Faculty;
  - keeping in touch with the Secretariat of the University Center of the University of Pannonia at Zalaegerszeg on a regular basis and ensuring the internal flow of information.
- f) in connection with personnel matters
  - collecting nominations for awards, registering awardees, coordinating the relevant financial matters;
  - preparing job descriptions of employees for the executives exercising employer's rights.
- g) coordinating requests for data and other tasks relating to teachers

- collecting, managing and keeping on file reports made by teachers, heads of departments and degree programme coordinators as well as individual development plans made by teachers;
  - collecting data on conference organisation and attendance;
  - assisting in other data collection activities.
- h) tasks related to events
- coordinating and registering the dates of events and the occupancy of conference and meeting rooms;
  - assisting in the preparation, organisation and implementation of events.
- i) in connection with the Marketing and Communication Office operating at the University Center of the University of Pannonia at Zalaegerszeg
- keeping in touch and cooperating in the preparation, organisation and implementation of the events organised by the Office.

### **III. Management Bodies and Executives of the Faculty**

#### **6. §**

#### **Management of the Faculty**

- (1) The Faculty is managed in a way set out in the Faculty OORP, through the exercise of functional responsibilities and powers shared between the decision-making bodies and executives.
- (2) The tasks related to the management of the Faculty are carried out by
  - a) the Faculty Council,
  - b) the Dean and his or her deputies.
- (3) The performance of tasks is assisted by:
  - a) the Management Meeting,
  - b) the Faculty's Students' Union,
  - c) the heads of the organisational units of the Faculty,
  - d) the Faculty committees.
- (4) The management of the Faculty shall regularly, at least once every six months, inform the Faculty's teachers, researchers and other employees of its activities at the Faculty's townhall meeting.



## 7. § Faculty Council

(1) The number of the members of the Faculty Council with voting rights:

10 members

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 Faculty's Students' Union 1 member

Director General of the University Center of the University of Pannonia at  
Zalaegerszeg 1 member

b) Elected members:

Teachers, researchers:

- Department of Logistics and Management Informatics 2 members
- Department of Finance and Business Administration 2 members

Non-teaching staff (other employees) 1 member

c) Delegated members:

Representative delegated by the trade unions operating at the Faculty  
1 member

Student representative delegated by the Faculty's Students' Union  
1 member

(2) Non-voting members of the Faculty Council (with a right to consultation):

a) Vice Deans,

b) Deputy Director General of the University Center of the University of  
Pannonia at Zalaegerszeg,

c) Heads of Departments at the Faculty,

d) Rector of the University,

e) Chancellor of the University,

f) Representative of the Works Council,

g) Member of the University's Senate elected from the Faculty of Business  
Administration Zalaegerszeg,

h) Secretary of the Faculty Council.

(3) The Faculty Council or the Dean may, on a case-by-case basis, invite any person to attend the entire meeting or to discuss specific items on the agenda.

- (4) At least twenty per cent, but not more than twenty-five per cent of the voting members of the Faculty Council shall be made up of student representatives.
- (5) Electoral districts during elections are determined as follows:
  - a) teachers/researchers: separate electoral district per department,
  - b) non-teaching staff (other employees): one electoral district per faculty.
- (6) The voting Faculty representatives of trade unions shall be delegated by the competent trade unions.
- (7) The students' representatives with voting rights (Council members) are delegated in accordance with the provisions of the Statutes of the Students' Union of the University of Pannonia.
- (8) The members of the Faculty Council, except for the student members, are elected for four years.
- (9) Membership in the Faculty Council ceases if
  - a) the Council member's employment relationship is terminated, including the period when this member is released from work duties prior to termination,
  - b) the Council member's student status is terminated or suspended,
  - c) the term of appointment expires,
  - d) the Council member resigns,
  - e) the Council member is recalled,
  - f) the Council member is placed into another electoral layer,
  - g) the Council member gets into another electoral district,
  - h) the Council member passes away,
  - i) for other reasons specified by the law or the OOR.
- (10) Members are elected or recalled in accordance with the University's Election Regulations. The rights and obligations of the elected members shall be governed by the provisions laid down in the OOR for the members of the Senate.

## **8. §**

### **Rules of procedure of the Faculty Council**

- (1) The Faculty Council shall hold at least 5 working meetings per year. The Faculty Council shall meet on the basis of a work plan, but it may also convene an extraordinary meeting. The Faculty Council shall meet primarily during term time, but may deviate from this in exceptional cases.
- (2) 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 Dean shall convene the Council within 15 days, providing information on the agenda.

(3) The first meeting of the newly elected board shall be convened by the Dean, or in his or her absence by the most senior member of the board as chairman by seniority, within 15 days of the election of the Council.

(4) The meeting of the Faculty Council shall be presided over by the Dean, or in his or her absence by the Deputy Dean assigned by the Dean. The right to vote by proxy is only possible in the case of the ex officio member Dean and the President of the Faculty's Students' Union. Proxies may substitute for proxy voters with full powers.

(5) The Dean makes a proposal for the agenda of the meetings of the Faculty Council, taking the work plan into consideration.

(6) The agenda and the written submissions for the Faculty Council must be sent to the members of the Council five working days before the meeting in the case of regular meetings and three working days before the session in the case of extraordinary meetings. Agenda proposals sent out later than this deadline or submitted orally or in writing during the meeting may be discussed at the given meeting only with the simple majority approval of the Faculty Council.

(7) The meetings of the Faculty Council are public meetings for the citizens of the Faculty, however, the Council may decide to hold a private meeting in justified cases. The Dean may convene the Faculty Council also for a ceremonial meeting.

(8) The Faculty Council has a quorum if at least sixty percent of the members with a voting right are present at the meeting.

During electronic voting, when quorum limits or voting proportions are determined, members casting their votes through electronic means are deemed to be members being present.

(9) Normally, the Faculty Council adopts its resolutions by simple majority of the votes cast by its members with a voting right present at the meeting. In the event of a tie vote, the Dean shall have the casting vote.

(10) An affirmative vote from two-thirds of the Faculty Council's members with a voting right present at the meeting is required for the following:

- a) initiating the adoption or amendment of the Faculty OORP;
- b) adoption of the report on annual budget appropriations and the implementation of the previous year's budget;
- c) in matters which require a two-thirds majority of the votes in accordance with the decision of the Faculty Council and in cases when it is mandatory

by law.

- (11) Normally, the Faculty Council adopts its resolutions in an open vote, however, the Dean shall ensure that a secret vote is conducted when the Council makes a decision or forms an opinion on proposals relating to personal matters (establishment of employment relationship, appointments, etc.) or if the majority of the members with a voting right present at the meeting require a secret vote.
- (12) The Faculty Council may use electronic voting in cases and by the means specified in the University OOR.
- (13) The minutes of the Faculty Council meeting shall be drawn up within 15 days. The resolutions of the Faculty Council must be documented, marked and filed with an identification number and made available to the members of the Faculty Council and the citizens of the Faculty.

## **9. §**

### **The functional responsibilities and scope of authority of the Faculty Council**

- (1) The Faculty Council is the management body of the Faculty with the right to make decisions, make proposals, comment and supervise.
- (2) The scope of authority of the Faculty Council includes the following:
  - a) determining its work plan,
  - b) setting up and dissolving faculty bodies and committees,
  - c) the Faculty shall prepare a proposal for the use of the appropriations made available to the Faculty from the University budget, which proposal shall be approved by the Faculty Council and, after its approval, forwarded to the Director General of the University Center of the University of Pannonia at Zalaegerszeg for the purpose of planning the budget of the University Centre,
  - d) approval and modification of curricula,
  - e) adoption and modification of faculty strategies (in particular research & development strategy, enrolment strategy),
  - f) adoption and modification of the organisational and operational rules of procedure of the faculty organisational units,

- g) decisions on all matters referred to its competence by a university, university centre or faculty regulation,
  - h) adoption of the reports submitted by the bodies and committees under the control of the Faculty Council,
  - i) establishing and conferring faculty awards.
- (3) The Faculty Council makes a proposal for the Senate in the following matters:
- a) approval or modification of the organisational and operational rules of the Faculty, with the support of the University Centre's Council,
  - b) with the support of the University Centre's Council, as part of the University's training programme overseen by the Faculty: 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 OOR Part II Employment Requirement System (hereinafter referred to as: "ERS"),
  - e) ranking the applications submitted for the management and senior teacher positions of the Faculty.
- (4) The Faculty Council may form an opinion on:
- a) budgetary and development proposals relevant to the Faculty, which it shall send to the Director General of the University Centre,
  - b) applications submitted for certain teacher, researcher or management positions in accordance with the OORP of the University Center of the University of Pannonia at Zalaegerszeg, 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 and is in line with the provisions of the OORP of the University Center of the University of Pannonia at Zalaegerszeg,
  - d) conferring non-faculty awards and titles.

## **10. §**

### **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 several times through application.

(2) The Dean performs his or her functional responsibilities within the scope of authority conferred to him or her by the Rector, including:

- 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 Faculty's Students' Union and the representative of the trade union operating at the Faculty,
- e) conferring faculty awards on the basis of the decision of the Faculty Council and in accordance with the provisions of the ERS and the Faculty' Awards Regulation,
- f) making preparations for the meetings of the Faculty Council and executing the resolutions adopted at the meetings,
- g) performing other tasks and duties and exercising the powers specified in the relevant laws, university regulations and other university policies,
- h) developing the educational and research strategies as well as the development plans of the Faculty, with the help of the faculty committees,
- i) cultivating and improving the professional relations of the Faculty in Hungary and abroad,
- j) coordinating the Faculty's financial management.

(3) The Dean shall inform the Faculty Council of the decisions of the Senate and the Zalaegerszeg University Centre's Council, the execution of the resolutions of 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.

## **11. §**

### **Vice Deans**

- (1) The Dean may be assisted in his or her work by the Deputy Dean for Education and the Deputy Dean for International and Scientific Affairs.
- (2) In the absence of the Dean, his or her duties shall be performed by a Deputy Dean appointed on the basis and in accordance with the relevant authorisation.

- (3) The distribution of work and duties among the Deputy Deans is detailed by the Dean in their job description, with the provisions of the Faculty OORP being taken into consideration.

## **12. §**

### **Heads of Departments**

- (1) They are responsible for representing their department.
- (2) They have functional responsibilities and a scope of authority specified in the OORP.
- (3) They coordinate, monitor and supervise the professional activities of their department and support the scientific research and publication activities of the department.
- (4) They manage the department's financial and human resources needs and expand the department's range of international relations.
- (5) They assist the Dean in his or her work aimed at the development of the departments.
- (6) The Head of the Department is appointed by the Faculty Council from among the senior teachers and researchers having an employment relationship with the Faculty and by the Rector on the recommendation of the Dean, based on the opinion of the Senate.

**13. §**  
**Degree programme**  
**coordinators**

1. The degree programme coordinators are appointed by the Rector. They manage the professional activities of the degree programmes and they are responsible for the updating and development of the curricula of the degree programmes. They are contact points for subject coordinators and coordinate the educational activities of the degree programme.
2. They are responsible for the quality management of the degree programme.
3. They organise and manage the work of the special boards whose teacher members are assigned by the Dean and whose student members are delegated by the UPSU FBAZ.
4. Degree programme coordinators have the right to form an opinion and make proposals to the Faculty Council in connection with the degree programme they are responsible for.

**IV. Faculty Level Committees and Bodies**

**14. §**  
**Townhall meeting**

- (1) The townhall meeting is convened by the Dean.
- (2) At the meeting, the activities of the Faculty and the key tasks for the following period are discussed on the basis of the Dean's report and proposals may be made to the Dean or the Faculty Council.
- (3) The townhall meeting is open to all the employees of the Faculty.

**15. §**  
**Standing Committees of the Faculty Council**



- (1) The standing committees of the Faculty Council:
- a) Students' Social Committee: The Committee is a body of the Faculty Council with powers to make proposals, make preparations for decisions, give opinions and supervise. Its tasks: to decide on questions concerning the granting of financial aid to students.
  - b) Academic and Credit Transfer Committee: a standing committee of the Faculty with powers to make decisions, make proposals, make preparations for decisions and give opinions. Its function is to act as a first instance body in matters relating to the students' studies and examinations.
  - c) Talent Management Committee: a committee of the Faculty Council with powers to make proposals, make preparations for decisions, give opinions and supervise. Its tasks: keeps in touch and cooperates with the President of the Faculty Council of Student Research Societies, monitors the policies of the National Council of Student Research Societies and makes decisions on talent management.
  - d) Scientific and Cultural Committee: a committee of the Faculty Council with powers to make proposals, make preparations for decisions and supervise. Its tasks: to monitor scientific and cultural activities, comment on plans and reports and participate in the review procedure for promotions.
  - e) Disciplinary and Compensation Board: the Committee is a body of the Faculty Council with powers to make proposals, make preparations for decisions, give opinions and supervise. Its task: to act as a first instance body in disciplinary and compensation matters concerning students.
- (2) The Dean makes proposals for the chairpersons of the committees and the board and then the Faculty Council forms an opinion on them. The rules of procedure of the Committees and the Board shall be determined by the Committee or Board concerned and approved by the Faculty Council.
- (3) For the performance of certain tasks, the Faculty Council may set up ad-hoc committees with a composition and operating parameters specified upon set-up.

## **V. Transitional and Final Provisions**

### **16. §**

#### **Scope of the OORP**

(1) The scope of the OORP covers

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

(2) The Faculty OORP was approved by the Faculty Council through Resolution 25./2022. (10.03.) UP FBAZ. The Faculty OORP enters into force on 1st December 2022, following its approval by the Senate and adoption by the Board of Trustees. At the same time, the Faculty OORP adopted by the Senate through Resolution 164/2021. (X.28.) ceases to have effect.

Place and date: Zalaegerszeg, 3<sup>rd</sup> October 2022

Dr. Ildikó Palányi  
acting Dean

The Faculty OORP was approved by the Senate through its Resolution 191/2022. (X.27.).

Place and date: Veszprém, 27<sup>th</sup> October 2022

Dr. András Gelencsér  
Rector

Zsolt Csillag  
Chancellor

The Faculty OORP was adopted by the Board of Trustees of the Foundation for the University of Pannonia through its Resolution 108/2022. (11.04.).

Place and date: Veszprém, 4<sup>th</sup> November 2022

Dr. Tibor Navracsics  
Chairman

# Annex

## Annex 1: Organisational chart of the Faculty of Business Administration Zalaegerszeg

