Pannon Egyetem
University of Pannonia

REGULATION ON THE USE OF MOBILE PLANS AND MOBILE DEVICES PROVIDED BY THE UNIVERSITY OF PANNONIA

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The Regulation on the Use of Mobile Plans and Mobile Devices Provided by the University of Pannonia (hereinafter referred to as the "**Regulation**") issued by the University of Pannonia (hereinafter referred to as the "**University**") on the basis of the University's 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 the "**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 is as follows:

I.

Purpose of the Regulation

1. The purpose of this Regulation is to govern the operation of the University's mobile phone plan, to define the scope and conditions of the services available, and to establish the principles governing the use of the mobile devices required for the provision of those services.

II.

General provisions

1. The personal scope of this Regulation extents to all the employees of the University.
2. The material scope of this Regulation extends to the mobile communication devices recorded in the University's asset register and to the mobile communication services provided by the University.
3. The procurement of the equipment required for the use of the services shall be carried out in accordance with the procurement regulations of the University of Pannonia, including, in particular, the Public Procurement Policy of the University of Pannonia and the Procurement Policy of the University of Pannonia.

III.

Mobile plans of the institution

1. The users of the University's mobile plans are the employees of the University of Pannonia.

2. The University's mobile plans are administered by the Directorate of Information Technology (hereinafter referred to as the “DIT”).
3. A subscription within the University's mobile plans may be established by:
   3.1. Any organisational unit of the University, in which case the subscription charges shall be settled through the relevant financial centre;
   3.2. Any employee of the University, in which case the subscription charges shall be settled by reinvoicing, against an invoice issued in the employee's name. During the term of employment, the amount due shall be deducted from the employee's salary.
4. All subscriptions within the University's mobile plans shall remain the property of the University of Pannonia.
5. Existing mobile subscriptions may be transferred into the University's mobile plans, in which case ownership of the subscription shall pass to the University of Pannonia.
6. Telephone numbers associated with the University's mobile plans may be transferred out of the service.
   6.1. Subscriptions that were transferred into the University's mobile plan from an existing subscription may be transferred out without further approval.
   6.2. The transfer-out of subscriptions established by the University shall require the Chancellor's approval. Such approval shall be requested in writing by the head of the organisational unit concerned.
   6.3. The subscription packages provided for the University are available exclusively within the University's mobile plan. Where a subscription is transferred out, the subscriber shall select from the service provider's subscription packages available to private individuals.
   6.4. Upon transfer-out, the first private subscription must be concluded with the University's contracted mobile service provider. Subsequent transfer to another service provider shall be governed by the terms of the newly concluded subscriber agreement.
   6.5. Once the Chancellor's approval has been obtained, the head of the organisational unit concerned shall contact the DIT, which will provide information on the personal and other details required for the procedure. The requested information shall then be submitted to the DIT.

6.6. The head of the organisational unit concerned shall ensure that the SIM card associated with the transferred or terminated subscription is removed from the University's asset register.

7. Classification of institutional subscribers
   7.1. Every employee holding a non-managerial position under the Employment Requirement System (hereinafter referred to as the "ERS") shall be classified as a standard institutional subscriber.
   7.2. Employees holding managerial positions under the ERS shall be classified as managerial institutional subscribers.
8. Default subscription services
   8.1. Voice calls, SMS messaging and mobile data services in accordance with the terms of the applicable subscription package.
   8.2. Premium-rate services are not be available by default.
   8.3. Voice calls and mobile data roaming abroad are enabled by default.
9. In the case of subscriptions whose charges are settled through a financial centre, where exceptionally high usage charges arise during a billing period, the DIT shall be entitled to request information from the service provider regarding the reason for the increase in charges. Where necessary, the DIT shall initiate the restriction of certain services with the service provider, and the employee concerned shall be notified accordingly.

IV.

Principles governing the use of mobile communication devices

1. For the purposes of this Regulation, mobile communication devices shall be classified as follows.
   1.1. Standard mobile phone: a portable mobile phone with a small display and a full keypad, capable of making and receiving voice calls, sending and receiving SMS messages, and equipped with a contact directory. The device is able to support at least one SIM card and is unlocked (not network-locked).
   1.2. Mid-range smartphone: a smartphone with a medium-sized or large touchscreen which, in addition to the functions of a standard mobile phone, provides data communication network connectivity functions (mobile data and Wi-Fi connectivity), operates on a full-featured operating system supporting the installation of platform-compatible applications, and is suitable for electronic mail and web browsing. Its central processing unit (SoC) and related subsystems are regarded as mid-range in terms of performance, capacity and functionality compared with devices available on the market. The device supports at least two SIM cards and is unlocked (not network-locked).
   1.3. High-end smartphone: a smartphone with a medium-sized or large touchscreen which, in addition to the functions of a standard mobile phone, provides data communication network connectivity functions (mobile data and Wi-Fi connectivity), operates on a full-featured operating system supporting the installation of platform-compatible applications, and is suitable for electronic mail and web browsing. Its central processing unit (SoC) and related subsystems are regarded as high-end in terms of performance, capacity and functionality compared with devices available on the market. The device supports at least two SIM cards and is unlocked (not network-locked).
   1.4. Mobile broadband modem: a modem that may be connected directly to a computer, or a standalone modem/router, capable of connecting to at least a fourth-generation (4G) mobile data network and providing network connectivity and Internet access.

2. A standard institutional subscriber may be provided with a standard or mid-range mobile phone and a mobile broadband modem where the core duties of the employee's position require the use of a mobile device.
3. A managerial institutional subscriber may, subject to the approval of his or her immediate supervisor, be provided with a standard, mid-range or high-end mobile phone and a mobile broadband modem.
4. An existing mobile phone may normally be replaced every two years. Earlier replacement shall only be permitted in the following cases.
   4.1. Where repair of the device would not be economically viable. The Director of the DIT shall be authorised to issue the relevant technical opinion.
   4.2. Where a change in operational requirements necessitates the procurement of a new device. The Director of the DIT shall be authorised to issue the relevant technical opinion.
5. In addition to the requirements laid down in the applicable regulations, any procurement request for a new device shall include:
   5.1. information about the manufacturer, exact model and principal technical specifications of the device to be procured;
   5.2. a justification for the procurement and a precise description of the intended use of the device.

V.

Operation of mobile communication devices

1. Mobile communication devices may only be used by natural persons having an employment relationship with the University of Pannonia. The identity of the user shall be recorded by the person responsible for inventory management.
2. Users shall be responsible for ensuring that all operating system and application updates available for their devices are installed.
3. Access to the contents and functions of the mobile communication device shall be protected against unauthorised people. At a minimum, the device shall be protected by a passcode. The use of a PIN and, where supported by the device, biometric authentication (e.g. fingerprint recognition) is recommended.

VI.

Final provisions

(1) This Regulation shall enter into force on 1st June 2026, following its approval by the Senate, and shall remain in force until revoked.
(2) This Regulation shall be available on the University's website.
(3) This Regulation was considered by the Senate at its meeting held on 21st May 2026 and adopted by Senate Resolution No. 111/2026 (V.21.).
(4) Upon the entry into force of this Regulation, the Regulation on the Procurement and Use of Mobile Phones at the University of Veszprém, adopted on 3rd November 2004, shall be repealed and deleted.

Dated in Veszprém, on 21st May 2026

Dr. János Abonyi Rector	Zsolt Csillag Chancellor