



UNIVERSITY OF PANNONIA
ZALAEGERSZEG UNIVERSITY
CENTRE
ORGANISATIONAL AND OPERATIONAL
RULES OF PROCEDURE

Adopted by the Senate on: 16th June 2022

Resolution number: 141/2022. (VI.16.)

Adopted by the Board of Trustees on: 8th July 2022

Board of Trustees Resolution number: 67/2022. (07.08)

Effective date: 1st August 2022

Document owner: Director General of the University Centre

Table of Contents

1. GENERAL PROVISIONS	4
1.1 The University Centre OORP.....	4
1.2. Name and data of the University Centre	4
2. THE RESPONSIBILITIES OF THE UNIVERSITY CENTRE	5
3. ORGANISATIONAL STRUCTURE OF THE UNIVERSITY CENTRE	6
3.1. Organisational structure	6
3.2. Employment with the faculty organisational units operating at the University Centre ...	7
3.3. Employment with the non-faculty organisational units operating at the University Centre.....	9
3.4. The heads of the educational and research organisational units operating at the University Centre	9
3.5. Establishment and launch of new degree programmes	10
3.6. The functional responsibilities and scope of authority of the degree programme coordinators	11
3.7. The committees and functional bodies of the University Centre.....	11
(1) To facilitate its own operations, the University Centre may establish standing and temporary committees with the following duties:.....	11
a) forming an opinion on the proposals relevant to their field of specialisation,.....	11
b) submitting proposals.....	11
c) executing resolutions relevant to their field of specialisation	11
d) performance of all the tasks assigned to them by the University Centre’s Council. ...	11
(2) The operational rules of the Committees and the Board are specified by the Committee concerned or the Board and approved by the University Centre’s Council. The operational rules of the committes are included in their rules of procedure.....	11
(3) For the performance of specific tasks, the University Centre may set up ad hoc committees with a composition and operating parameters specified upon set-up.....	11
4. CENTRAL MANAGEMENT OF THE UNIVERSITY CENTRE.....	13

4.1. The Council of the University Centre	13
4.1.1. The structure and activities of the University Centre’s Council	13
4.1.2. The operational rules of the University Centre’s Council	16
4.2. The functional responsibilities and scope of authority of the University Centre’s Director General	19
5. TRANSITIONAL AND FINAL PROVISIONS	21
ANNEXES	23
Annex 1 (LOGO).....	23
Annex 2 (ORGANISATIONAL CHART)	24

The Organisational and Operational Rules of Procedure (hereinafter referred to as: “University Centre OORP”) of the Zalaegerszeg University Centre (hereinafter referred to as: “University Centre”) established 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 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:

1. GENERAL PROVISIONS

1.1 The University Centre OORP

- (1) The University Centre OORP includes and defines the tasks of the University Centre, the functional responsibilities and scope of authority of the management of the University Centre, including the University Centre’s Council and its managers, the rules of representation and election, the organisational structure of the University Centre, the organisational units under the management of the University Centre, the distribution of tasks and authority and the rules of operation and cooperation with other organisational units of the University and other institutes. The University Centre OORP is approved by the Senate on the basis of the supporting proposal of the University Centre’s Council and adopted by the Board of Trustees of the Foundation for the University of Pannonia.

1.2. Name and data of the University Centre

- (1) Name of the University Centre: University Centre of the University of Pannonia at Zalaegerszeg
Identification data of the University Centre:
 - a) abbreviated name: UP-ZUC
 - b) address: 8900 Zalaegerszeg, Gasparich u. 18/A.
- (2) In accordance with the Chancellor’s Directive on the rules of stamp use, the Director General of the University Centre is authorised to use the round seal with the coat of arms of Hungary on it on his or her official documents.
- (3) The stamp of the University Centre: the Director General’s round seal
 - a) the coat of arms of Hungary in the middle,
 - b) upper outer circle: ”Pannon Egyetem” (University of Pannonia),

- c) upper inner circle: “Zalaegerszegi Egyetemi Központ” (Zalaegerszeg University Centre),
 - d) lower outer circle: “Zalaegerszeg”,
 - e) lower inner circle: “Főigazgató” (Director General).
- (4) Legal status of the University Centre: a comprehensive organisational unit with budgetary responsibilities established for the alignment of several training or scientific fields or cross-faculty educational and research activities.
 - (5) The mission of the University Centre, as a comprehensive organisational unit of the University of Pannonia with large-scale autonomy, is to integrate several fields of education and thus become an internationally recognised ecosystem centre for higher education and innovation which is able to give a proper response to the challenges of the 21st century, have excellent research and development as well as innovation capabilities and competencies and play a key role in the economic development of the region and the county as well as in the improvement of the life standards of locals.
 - (6) The University Centre is represented by the Director General.
 - (7) The visual elements of the brand identity of the University Centre are included in Annex 1 of the University Centre OORP.

2. THE RESPONSIBILITIES OF THE UNIVERSITY CENTRE

- (1) The University Centre has been tasked with carrying out high quality educational and research activities in fields relevant to its traditions and competences. The University Centre performs its educational and research activities using the achievements and results of specific scientific literature created in Hungary and internationally as well as their own research findings, building on university traditions. These activities include higher-level vocational education, bachelor’s and master’s degree programmes, PhD programmes, postgraduate specialist training courses and adult education in accredited educational categories. The University Centre meets regional demands as well by providing short-cycle training programmes (courses, trainings, consultation services, coaching, etc.).
- (2) The University Centre 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.

3. ORGANISATIONAL STRUCTURE OF THE UNIVERSITY CENTRE

3.1. Organisational structure

- (1) With its professional independence, elected self-governing body and an independent management of its income and decentralised system in accordance with the relevant laws and the regulations of the University, the University Centre is a comprehensive organisational unit of the University which performs its duties specified in the OORP and other university regulations. The University Centre is responsible for educational and research tasks in training and scientific fields concerned by and supplementing or supporting training in the fields of economics, engineering and information technology.
- (2) At the University Centre, the educational and research activities are carried out in an organisational structure consisting of faculties, research and development centres that qualify as organisational units, institutes/research institutes and departments. The Zalaegerszeg University Centre includes the following faculties and organisational units:
 - Zalaegerszeg Faculty of Business Administration:
 - Department of Logistics and Management Informatics
 - Department of Finance and Business Management
 - Faculty of Engineering – Mechatronics Training and Research Institute
 - Faculty of Information Technology – Department of Information Systems and Applications
 - University Centre Secretariat
- (3) The University Centre Secretariat comprises the following units that do not qualify as organisational units:
 - Business Administration and Human Resources Office
 - Information Technology Group
 - Dormitory
 - Library
 - Marketing and Communication Office
 - Office for Technical Matters and Purchasing
 - Project office

- Office for Academic Matters
 - Office for Language and Adult Education
- (4) The operation of the Zalaegerszeg Faculty of Business Administration is regulated by the faculty's organisational and operational rules of procedure. The organisational and operational rules of procedure of the Zalaegerszeg Faculty of Business Administration may not be in contrast with the provisions of the University Centre OORP or the OOR or the regulations of the University.
 - (5) At the University Centre, the faculties may set up new educational and research organisational units with the support of the University Centre's Council.
 - (6) Educational and research organisational units that are not linked with the faculties may be set up at the initiative of the University Centre's Council, following consultations conducted with all the faculties present at the university.
 - (7) Educational and research organisational units which are not linked with the faculties and the activities of the faculties may be set up at the initiative of the University Centre's Council, following consultations with the head of the respective comprehensive educational and research organisational unit which operates at the University and does not belong to any faculty organisations.
 - (8) Cross-organisational educational and research units responsible for professional coordination activities or set up for specific projects may be established at the University Centre. The management of a unit of this type does not qualify as executives.
 - (9) There is a University Centre Secretariat operating as a functional organisational unit and service provider at the University Centre to provide assistance in educational, research and learning-related issues and to support the educational system. The Head of the University Centre Secretariat is the Deputy Director General who qualifies as an executive.
 - (10) Employer's rights over the staff employed at the University Centre are exercised by the Rector of the University who may assign this role in a Rector's Directive.

3.2. Employment with the faculty organisational units operating at the University Centre

- (1) It is the task and competence of the University Centre's executives with the right to give instructions to manage the everyday work of the employees of the faculty organisational

units operating at the University Centre, approve requests for leave or duty travel and assess performance.

- (2) When selecting the non-senior teachers and non-senior researchers at the faculty organisational units operating at the University Centre, the University Centre's Council has the right to propose and comment, while the Faculty Council of the faculty concerned from a professional point of view has the right to comment and rank.
- (3) When selecting the senior teachers and senior researchers at the faculty organisational units operating at the University Centre, the University Centre's Council has the right to propose, while the Faculty Council of the faculty concerned from a professional point of view has the right to comment.
- (4) When establishing or terminating employment relationships with the teachers and researchers of the faculty organisational units operating at the University Centre, the University Centre's executive with the right to give instructions has the right to propose and comment, while the Dean of the faculty concerned from a professional point of view has the right to comment.
- (5) When concluding or modifying employment contracts, proposals are made by the Director General of the University Centre at the initiative of the University Centre's executive with the right to give instructions, taking the opinion of the Dean of the faculty concerned from a professional point of view into account.
- (6) The professional management of the employees working for the faculty organisational units operating at the University Centre is the responsibility of the faculty concerned from a professional point of view.
- (7) Regarding the promotion of the non-senior teachers and non-senior researchers of the faculty organisational units operating at the University Centre, the University Centre's Council has the right to propose and comment, while the Faculty Council of the faculty responsible from a professional point of view has the right to propose and rank.
- (8) Regarding the promotion of the senior teachers and senior researchers of the faculty organisational units operating at the University Centre, the University Centre's Council has the right to propose, while the Faculty Council of the faculty responsible from a professional point of view has the right to comment.

3.3. Employment with the non-faculty organisational units operating at the University Centre

- (1) It is the task and competence of the University Centre's executive with the right to give instructions to manage the everyday work of the staff employed in positions other than teachers or researches at the non-faculty organisational units operating at the University Centre, approve requests for leave or duty travel and assess performance.
- (2) The University Centre's executive with the right to give instructions submits proposals to the Rector in cases relating to the initiation or approval of establishing or terminating employment relationships or the modification of employment contracts.
- (3) The professional management of the staff employed in positions other than teachers or researchers at the non-faculty organisational units operating at the University Centre is performed within the scope and in accordance with the professional rules specified by the central functional organisational unit concerned.

3.4. The heads of the educational and research organisational units operating at the University Centre

- (1) The heads of the educational organisational units operating at the University Centre are selected through an open application process. The heads of such organisational units qualify as executives.
- (2) The job application announcements for heads of the educational organisational units operating at the University Centre are initiated, in the case of faculty organisational units, by the Faculty Council of the faculty concerned, following consultations with the Director General of the University Centre, while, in the case of non-faculty organisational units, by the University Centre's Council.
- (3) The job application for head of a faculty organisational unit operating at the University Centre is assessed and submitted to the Senate by the Faculty Council of the faculty concerned, taking the opinion of the University Centre's Council into consideration, while this is the University Centre's Council's task in the case of non-faculty organisational units.
- (4) The functional responsibilities and scope of authority of the head of an organisational unit are the following in general:
 - Plans, organises, manages, supervises and controls the activities of the organisational unit; coordinates the distribution of work;

- ensures the exchange of information and knowledge within the organisational unit;
- facilitates and coordinates the educational activities and the scientific research work carried out at the institute, the faculty and the research & development centre as well as the publication activities and the development of international relations;
- informs the Director General on a regular basis during the preparatory and implementation phase of projects and funding projects relating to the institute, the faculty and the research & development centre in order to ensure efficient resource management and reduce risks to the minimum; promotes the aspects specified by the Director General during the preparatory and implementation phase of the projects;
- cooperates with other organisational units.

3.5. Establishment and launch of new degree programmes

- (1) In accordance with its OORP, the University Centre may be solely responsible for the professional management of training programmes and fields of research upon the decision of the Senate and if the capacities and competences that meet the accreditation requirements are present.
- (2) When degree programmes are established or launched by the University Centre, the Director General of the University Centre is obliged to consult the deans of the fellow faculties. The establishment or launch of a new degree programme is only possible if the training fields of the fellow faculties are taken into consideration, the faculty's professional approval is obtained and the professional competencies available at the faculties are integrated.
- (3) The training programmes accredited at the faculties may be announced at the University Centre at the initiative of the faculties concerned or the University Centre, following consultations with the Director General of the University Centre once the faculty's professional approval has been obtained.

3.6. The functional responsibilities and scope of authority of the degree programme coordinators

- (1) The degree programmes established at the University Centre are managed by programme coordinators. The programme coordinators are appointed by the Rector.
- (2) The programme coordinators manage the professional work carried out in the training programmes and are responsible for updating and improving the curricula of the trainings.
- (3) The programme coordinators keep in touch with the heads of the educational organisational units acting as course coordinators of the courses specified in the curriculum of the degree programme they are responsible for. The heads of these organisational units must make all the information necessary for the organisation and professional supervision of the training available to the programme coordinators.
- (4) Regarding the degree programme they manage, the programme coordinators have the right to comment and propose to the University Centre's Council.

3.7. The committees and functional bodies of the University Centre

- (1) To facilitate its own operations, the University Centre may establish standing and temporary committees with the following duties:
 - a) forming an opinion on the proposals relevant to their field of specialisation,
 - b) submitting proposals
 - c) executing resolutions relevant to their field of specialisation
 - d) performance of all the tasks assigned to them by the University Centre's Council.
- (2) The operational rules of the Committees and the Board are specified by the Committee concerned or the Board and approved by the University Centre's Council. The operational rules of the committees are included in their rules of procedure.
- (3) For the performance of specific tasks, the University Centre may set up ad hoc committees with a composition and operating parameters specified upon set-up.
- (4) The standing committees of the University Centre:
 - a) **Budget Committee:**

The chairman of the committee is the Director General and the members include the Dean of the Zalaegerszeg Faculty of Business Administration, the Director of the Mechatronics Training and Research Institute (hereinafter referred to as: MTRI), the Head of the Department of Information Systems and Applications (hereinafter referred to as: DISA), 2 members appointed by the Director General from the units that do not qualify as organisational units within the Secretariat of the University Centre and 1 student representing the Students' Union of the University of Pannonia at the Zalaegerszeg University Centre (SUUP ZUC).

The Committee's responsibilities: developing the budgetary guidelines of the University Centre; forming an opinion of the execution of economic decisions.

- b) **Quality Management Committee:** it is a committee and functional body of the University Centre with functions such as making proposals, making preparations for decision-making, commenting and supervising.

The chairman of the committee is the person appointed by the Director General and its members include the Director General of the Zalaegerszeg University Centre and the people appointed by the heads of the various organisational units (1 person per organisational unit and 2 people from units that do not qualify as organisational units within the Secretariat of the University Centre) and 1 student representing the SUUP ZUC.

The Committee's responsibilities: takes part in the operation and development of the quality management system of the University Centre and supports the achievement of the quality targets set by the University Centre.

- c) **Committee for Foreign and International Affairs:** it is a standing committee of the University Centre with functions such as making decisions, making proposals, making preparations for decision-making, commenting and supervising.

The chairman of the committee is the person appointed by the Director General and its members include the people appointed by the heads of the various organisational units (1 person per organisational unit), the head of the Office for Language and Adult Education and 1 student representing the SUUP ZUC.

The Committee's responsibilities: cultivating international relations, managing international educational projects, taking part in managing matters relating to foreign students and supporting foreign students during their stay in Hungary.

- d) **Equal Opportunities Committee:** it is a committee and functional body of the University Centre with functions such as making decisions, making proposals, making preparations for decision-making, commenting and supervising.

The chairman of the committee is the Vice Dean for Educational Affairs of the Zalaegerszeg Faculty of Business Administration and its members include the people appointed by the Director General of the Zalaegerszeg University Centre (1 person per organisational unit and 1 person from units that do not qualify as organisational units within the Secretariat of the University Centre) and 1 student representing the SUUP ZUC.

The Committee's responsibilities: monitors the implementation of equal opportunities and the prohibition of discrimination for the entire staff of the Zalaegerszeg University Centre of the University of Pannonia.

- e) **Disciplinary and Compensation Board:** it is a committee and functional body of the University Centre with functions such as making proposals, making preparations for decision-making, commenting and supervising.

The Disciplinary and Compensation Board comprises 6 members. The chairman of the committee is the Director General and its members include the people appointed by the Director General (3 members), while its student members (2 members) are delegated by the SUUP.

The Committee's responsibilities: the first instance body for disciplinary and compensation matters of students.

4. CENTRAL MANAGEMENT OF THE UNIVERSITY CENTRE

4.1. The Council of the University Centre

4.1.1. The structure and activities of the University Centre's Council

- (1) The Council of the University Centre is the management body of the University Centre empowered with the right to make decisions, make proposals, comment and supervise. The Chairman of the Council is the Director General of the University Centre.
- (2) The Council of the University Centre forms opinions, makes proposals and has the right to supervise in issues that are relevant to the University Centre and fall within the functional responsibilities and scope of authority of the Director General.

- (3) The number of the members of the University Centre's Council with voting rights: 15
- (4) The members of the Council of the University Centre:
- Members with voting rights:
 - Ex officio:
 - Director General who is the Chairman of the University Centre's Council at the same time,
 - President of the Students' Union of the University of Pannonia at the Zalaegerszeg University Centre or the President's delegate,
 - Dean of the faculty operating within the organisation of the University Centre.
 - Elected members:
 - Teachers and researchers:
 - Department of Logistics and Management Informatics: 2 members
 - Department of Finance and Business Management: 2 members
 - Faculty of Engineering, Mechatronics Training and Research Institute: 2 members
 - Faculty of Information Technology – Department of Information Systems and Applications: 2 members
 - Other than teachers or researchers: 1 member
 - Through delegation:
 - representative of the trade union present at the University Centre: 1 member
 - Students of the SUUP ZUC: 2 members
 - Non-voting members (with a right of consultation):
 - Deputy Director General,
 - institute directors and department heads of the organisational units which operate at the University Centre and belong to faculties that take part in the educational activities of the University Centre,
 - a representative delegated by the Works Council,
 - Rector,
 - Chancellor,

- A representative of the Board of Trustees of the Foundation for the University of Pannonia.
- People with a standing invitation:
 - Deans of the faculties concerned by the educational activities of the University Centre,
 - President of the SUUP.
- (5) On an ad-hoc basis, if the curriculum to be discussed requires it, the Director General may invite other people to the meetings with or without the right of consultation.
- (6) The non-student members of the University Centre are elected for four years in accordance with the Regulation on Elections. In the course of elections, the various electoral districts are determined as follows:
 - for teachers and researchers: in organisational units,
 - for others than teachers and researchers (other employees): one electoral district on university centre level.
- (7) The voting right of the elected members of the University Centre's Council is personal, as a result, it may be exercised by a delegated substitute only for ex officio members (Director General, President of the SUUP ZUC, Dean of the faculty operating within the organisation of the University Centre). Delegates may substitute for their delegators with full powers. In the case of delegation, the delegate must receive a written mandate on the substitution and the exercising of the voting right. This mandate is produced to the member presiding the meeting. No mandate may be given for exercising voting rights to people who are voting members of the Council of the University Centre. The voting right may only be exercised in person and only at the time of the voting.
- (8) Membership in the Council of the University Centre ceases if
 - the employment relationship of a council member is terminated, including the period when this member is released from work duties,
 - the council member's student status is terminated or suspended,
 - the term of appointment expires,
 - the council member resigns from his or her seat,
 - the council member is recalled from his or her post (elected members are recalled by the electors, while delegated members by the delegating organisation),
 - the council member is placed into another electoral layer,

- the council member is placed into another electoral district,
- the council member passes away,
- the electoral layer ceases to exist,
- the electoral district is modified or ceases to exist,
- for other reasons specified by the law or the OOR.

4.1.2. The operational rules of the University Centre's Council

- (1) The Council of the University Centre holds an operative meeting at least once in every six months. The Council of the University Centre follows a schedule when holding their meetings; however, the Director General may convoke the Council of the University Centre for an extraordinary meeting as well. Generally, the Council of the University Centre holds their meetings during term time; however, this may be departed from in exceptional cases.
- (2) The meetings of the University Centre's Council are chaired by the Director General or, in his or her absence, by a deputy appointed for this purpose.
- (3) The Director General makes a proposal for the agenda of the meetings of the University Centre's Council.
- (4) The agenda and the written submissions for the Council of the University Centre are forwarded by the Secretariat of the University Centre to the members of the University Centre's Council and the invitees 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. Orders of business 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 Council of the University Centre. Proposed amendments may be submitted in writing until the working day preceding the meeting of the University Centre's Council to the University Centre's Secretariat which ensures that those concerned be notified.
- (5) The Council of the University Centre has a quorum if at least 60% of the members with a voting right are present at the meeting. The Council of the University Centre adopts its resolutions by simple majority of the votes cast by its members with voting rights present at the meeting.
- (6) The Council of the University Centre may use electronic voting in cases and by the means specified in the OORP.

- (7) The meetings of the University Centre's Council are public meetings for the citizens of the University Centre, however, the Council of the University Centre may decide by simple majority voting, at the motion of any of its members with a voting right, to hold a private session. A private meeting may be attended only by the members with a voting right and non-voting members. The people present at a private meeting are obliged to treat everything they hear or are informed of at the meeting as confidential.
- (8) Meeting minutes are prepared at each meeting of the University Centre's Council. The minutes include the date, time and place of the meeting, the topics discussed, the comments and the resolutions adopted for each agenda item, indicating the distribution of votes. The meeting minutes must be made available at the Secretariat of the University Centre to the members of the University Centre's members and the citizens of the University Centre within 15 days following the meeting. The meetings are signed by the Director General and attested by two members of the University Centre's Council with voting rights. The attesters of the minutes are elected by the Council of the University Centre.
- (9) The resolutions of the University Centre's Council must be documented, marked with an identification number and filed in an electronic format.
- (10) The scope of authority and competence of the University Centre's Council covers the following:
- establishing and conferring University Centre awards,
 - defining the work schedule of the University Centre's Council,
 - setting up and dissolving bodies and committees operating at the University Centre,
 - allocation of appropriations made available to the University Centre from the budget of the University,
 - dealing with theoretical issues relating to the educational and scientific activities of the University Centre and the training programmes organised by the University Centre,
 - defining the scientific research duties of the University Centre, assessing its scientific results and achievements,
 - assessing the work carried out by the organisational units of the University Centre,

- introduction and supervision of the measures taken to ensure the quality of educational, research, project and consultation activities carried out at the University Centre,
 - approving, commenting on and modifying the curricula of the training programmes launched by the University Centre,
 - adopting and modifying the strategy of the University Centre,
 - defining the organisational and human resources principles of the University Centre,
 - principles of the utilisation of assets available to the University Centre,
 - proposals for the economic activities of the University Centre,
 - participation or partnership in university or other higher education associations,
 - all the issues which are referred to its competence by the law or a university or University Centre regulation.
- (11) The sphere of competence of the University Centre's Council includes proposals for:
- the adoption or amendment of the OORP of the University Centre,
 - parts of the University's training programmes the University Centre is responsible for; the launch of new trainings as part of the training programme; discontinuation of trainings,
 - ranking the applications submitted for the position of the Director General of the University Centre,
 - initiating the recall of the Director General in accordance with the OOR Part II Employment Criteria (hereinafter referred to as: "EC"),
 - conferring awards, titles and honours.
- (12) The University Centre's Council may form an opinion on:
- budgetary and development proposals relevant to the University Centre,
 - all the issues where decision-making falls within the scope of authority and competence of the Senate.
- (13) The Council of the University Centre may:
- request the Director General and the Deputy General to report,
 - request a report, following the proper chain of command, from all the organisational units and individuals operating or working at the University Centre.

4.2. The functional responsibilities and scope of authority of the University Centre's Director General

- (1) The Director General is responsible for the duties in connection with the management of the University Centre. He or she is the head and a representative of the University Centre.
- (2) The functional responsibilities and scope of authority of the Director General normally include the following:
 - representing the University Centre before the university and other bodies and executives and also outside the institute upon authorisation,
 - managing the educational, research, project, consultation and other activities of the University Centre,
 - managing and supervising the activities of the organisational units operating at the University Centre,
 - keeping in touch with the President and other representatives of the SUUP ZUC,
 - cultivating and improving the professional relations of the University Centre in Hungary and abroad,
 - making preparations for the meetings of the University Centre's Council and executing the resolutions adopted at the meetings or ensuring that such resolutions be executed,
 - providing support to ensuring the financing of the activities carried out at the University Centre, seeking external funding sources and identifying opportunities for corporate relations and funding projects,
 - conferring awards and honours (established by the University Centre),
 - performing other tasks and exercise the powers specified in the relevant laws, university regulations and other university policies,
 - is obliged to inform the University Centre of the decisions of the Senate, the execution of the resolutions of the University Centre's Council and all other major measures taken.
- (3) The Director General of the University Centre holds preliminary consultations on educational and research issues relevant to the different faculties and the organisational units established by the faculties at the University Centre with the deans of the faculties concerned. The failure to hold preliminary consultations entitles the dean of the faculty

concerned to raise objections to the decisions made in educational or research issues. In such a case, the decision must not be executed and it is the Director General's duty to initiate consultations with the dean of the faculty concerned. Upon disagreement, it is the Rector who makes the decision.

- (4) In all important matters relating to the activities or the teachers or researchers of the University Centre, the Deans of the faculties may only act upon prior consultation with the Director General of the competent university centre and must inform the Director General of the university centre concerned of the results of the measures taken.
- (5) The work of the Director General may be assisted by the Deputy Director General. The Deputy Director General qualifies as an executive who is appointed by the Rector based on the proposal of the Director General of the University Centre for a period that cannot be longer than the period the Director General of the University Centre is appointed for. The tasks of the deputy are detailed in his or her job description.
- (6) Regarding issues which are relevant to the operations of the University Centre but fall within the sphere of competence of the Chancellor, the Deputy Director General of the University Centre, before making any decisions, is obliged to start consultations with the heads of the organisational units or comprehensive organisational units belonging to the Chancellor's organisation whose responsibilities are affected by the decision to be made. The failure to hold preliminary consultations entitles the head of the organisational unit or comprehensive organisational unit belonging to the Chancellor's organisation whose responsibilities are concerned to raise objections to the decision. In such a case, the decision must not be executed and it is the Deputy Director General's duty to initiate consultations with the head of the organisational unit or comprehensive organisational unit concerned. Upon disagreement, it is the Chancellor who makes the decision.
- (7) The competent executive of the University Centre is responsible for making preparations for the approval process of decisions that affect the operations of the University Centre and require approval by the Chancellor and also for initiating the obtainment of the approval.
- (8) In academic matters, the dean of the faculty concerned is obliged to consult the Director General before making decisions that affect the operations of the University Centre. The Director General is entitled to express his or her opinion on the decision to be made.

- (9) The head of the affected organisational unit or comprehensive organisational unit of the Chancellor's organisation is obliged to consult the Deputy Director General before making decisions on the operations of the University Centre. The Deputy Director General is entitled to express his or her opinion on the decision to be made.

5. TRANSITIONAL AND FINAL PROVISIONS

- (1) The scope of the OORP covers
- the University Centre,
 - the teachers, scientific researchers and students of the University Centre as well as the staff and other employees directly taking part in educational and scientific research programmes and the implementation of the duties of the University Centre.
- (2) The University Centre OORP will enter into force on 1st August 2022, following its approval by the Senate and the Board of Trustees. At the same time, the University Centre OORP adopted by Senate Resolution 165/2021 (X.28.) will cease to have effect.
- (3) This regulation is proposed for adoption by the Council of the University Centre through its UP ZUC Resolution 8/2022 (06.07).

Place and date: Zalaegerszeg, 7th June 2022

Dr. István Németh
Director General

The University Centre OORP has been approved by the Senate through its Resolution 141/2022 (VI.16.)

Place and date: Veszprém, 16th June 2022

Dr. András Gelencsér
Rector

Zsolt Csillag
Chancellor

The University Centre OORP has been adopted by the Board of Trustees of the Foundation for the University of Pannonia through its Resolution 67/2022 (07.08).

Place and date: Veszprém, 8th July 2022

Dr. Tibor Navracsics
Chairman

ANNEXES

Annex 1 (LOGO)



Annex 2 (ORGANISATIONAL CHART)

