

**Appendix 26 to the  
Organisational and Operational Regulations of the University of Pécs  
Organisational and Operational Regulations of the  
Faculty of Business and Economics**



*In effect as of 1 July 2022*

## PREAMBLE

On the basis of the authorisation by the Act CCIV of 2011 on National Higher Education (hereinafter: ANHE), and the Organisational and Operational Regulations (hereinafter: OOR) of the University of Pécs (hereinafter: University), the Faculty Council of the Faculty of Business and Economics (hereinafter: FBE) of the University of Pécs defines the educational, research, academic and other tasks of the Faculty, the organisation, structure and operation of the Faculty, the tasks, rights and responsibilities of the lecturers, researchers, students and other employees as follows:

### CHAPTER I GENERAL REGULATIONS

#### Effect of the regulation

§ 1 The effect of the regulation covers

- a) the total territory of the Faculty,
- b) the lecturers, academic researchers, teachers, administrative staff and students of the Faculty,
- c) persons without employment or student relationship with the University, in cases specified by the ANHE, the OOR of the university, or by this regulation.

#### Name, headquarters, legal status and representation of the Faculty

§ 2 (1) **Official Hungarian name** of the Faculty is Pécsi Tudományegyetem Közgazdaságtudományi Kar. Abbreviated Hungarian name of the Faculty is PTE KTK. English name of the Faculty: University of Pécs, Faculty of Business and Economics.

(2) **Headquarters** of the Faculty is at 80 Rákóczi Str., H-7622 Pécs.

(3) The Faculty fulfils its responsibilities on its own, within the frameworks of the laws and university regulations in effect, and manages its financial affairs in accordance with the management rules of the University, with a financial allocation approved by the Senate and confirmed by the Chancellor. In cases specified by the regulation on management issues and the order of contracting and commitments, the approval of the Chancellor is necessary.

(4) In the orderly operation of the Faculty the Dean acts as a representative of the University in the range of issues transferred to him/her by the Rector and the Chancellor and specified by the managerial mandate, s/he is entitled to make independent declarations on behalf of the University, and can make commitments in accordance with the specifications of the regulation on the order of contracting and commitments. In cases specified by the regulation on management issues and the order of contracting and commitments, the approval of the Chancellor is necessary.

(5) The Faculty is not a sovereign legal entity; its legal supervision is done – within the frameworks set by the act on higher education and the OOR of the University – by Senate and the rector of the University.

#### Responsibilities of the Faculty

§ 3 (1) The Faculty manages, controls and organises all trainings of the UP in the field of economic studies in an integrated way, safeguards the implementation of these tasks, determines the resources necessary for accreditation, and maintains and develops its academic potential.

(2) The Faculty is responsible for higher education level training and further training of experts in economics, higher vocational programme, school-based and extra-school system re- and further trainings, and also for research, faculty administration, organisational and management functions.

(3) The Faculty prepares students, by the mediation of universal, European (EU) and international culture, for intellectual career also involving civic activity, and for the doing, renewal and development of sciences.

(4) The Faculty is dedicated to high quality research activity. For fulfilling its training and academic responsibilities, it cooperates with the other faculties of the UP, other higher education and academic research institutions, and with organisations, economic interest representations, associations and societies responsible for tasks connected to its basic activity.

(5) The Faculty considers as its task of selected importance the management and further expansion of international educational and academic relations; the demonstration and service of the requirements of the rule of law and market economy in the training and research activity.

(6) The Faculty carries out both entrepreneurial and business development activity, in the framework of which the dissemination of research findings and the development of ideas is done, also, it offers consultancy and business services.

**§ 4 (1)** The Faculty carries out its training tasks in accordance with the regulations in effect, at the following levels: higher vocational training (HVT), BSc level training, specialised further training, Master's training, undivided training, doctoral training (PhD training), and other school-based and extra-school, labour market trainings, also, adult training and related complementary activities.

(2) The person responsible for the accreditation of trainings specified in Par. (1) (with the exception of the doctoral training) is the Dean.

(3) Doctoral training at the Faculty is carried out in a doctoral school, the leader of which is responsible for the implementation of the training, the acquisition of the necessary accreditation and the regular implementation of the awards of doctoral title.

**§ 5** The general language of training at the Faculty is Hungarian. However, training can also be done – in accordance to special regulations – partly or in its entirety in other (primarily English and German) languages. The order of this is specified by the appendix to the Academic and Examination Regulations of the UP relevant to the Faculty.

## **CHAPTER II STAFF AND STUDENTS OF THE FACULTY**

### **Lecturers and researchers**

**§ 6 (1)** At the Faculty, lecturer, academic researcher and teacher positions can be established for lecturing and academic responsibilities, in accordance with chapter (1) of Par. 22 of the OOR of the UP.

(2) The requirements concerning the filling of the respective lecturing and research posts, the order of the assessment of the public tenders, the conditions of the institution's lecturer and student scholarships and other benefits, the order of the related tenders, and the requirements concerning the employment and performance of the lecturers are included in the ANHE, the employment requirements of the University, the relevant decrees by the Rector and the Chancellor, and the complex Performance Evaluation System (PES) of the Faculty.

### **Overall Staff Meeting**

**§ 7 (1)** The Overall Staff Meeting – whose participants are all full- and part-time lecturers, researchers and administrative staff of the Faculty and all the professors emeritus/emera – is the information exchange forum of the Faculty. Invitees to the Overall Staff Meeting also include staff working at the Faculty as designated rapporteurs.

(2) The Overall Staff Meeting is convened by the Dean at least twice in every school year, at the beginning of each semester. The Dean can also convene extraordinary overall staff meeting in justified cases.

(3) The Overall Staff Meeting

- a) discusses the report submitted by the Dean in every semester,

- b) can submit recommendations and proposals to the university and faculty management,
- c) expresses its opinion about the matters and reports submitted by the dean,
- d) elects the lecturer representing the Faculty in the Senate.

(4) At the election of the lecturer representing the Faculty in the Senate – with the right of participation of all members of the Overall Staff Meeting – rights of vote are held exclusively by public officials employed as full- and part-time lecturers or researchers.

### **Administrative staff**

**§ 8** The rules concerning the employment of the non-lecturer/research staff of the Faculty are specified in the employment regulations of the University, and the relevant decrees by the Rector and the Chancellor.

**§ 9** Each employee has a job description meeting the legal requirements in effect, which is prepared by the person exercising the employer's rights.

### **Students of the Faculty**

**§ 10** (1) Student status is created by the registration at the Faculty; the condition for its start is the admission to the Faculty or transfer from another university.

(2) The rights and obligations of students are specified by the Hungarian act on national higher education and the government decrees issued on the implementation thereof, and by the university and faculty regulations.

## **CHAPTER III**

### **LEADING ORGANS AND MANAGERS OF THE FACULTY**

#### **The Faculty Council**

**§ 11** (1) The Faculty Council is the body of the Faculty with decision-making, reflective and proposing rights, and inspection power.

(2) The Faculty Council consists of 18 members with voting right, and invitees with right of discussion, with a composition as follows:

a) members with voting right are

aa) coming from their functions

- the dean,
- the vice dean,
- the directors of the institutes (5),
- the chair of the student union.

ab) by election

- one lecturer from each institute (a total of 5),
- BSc or MSc students (3),
- doctoral student (1),
- representative of the non-lecturer staff (1).

b) permanent invitees to the Faculty Council (provided that they are not members of the Faculty Council in other rights) are

ba) the rector,

bb) the accredited doctoral school leader(s),

bc) the Faculty's representative in the Trade Union of Employees in Higher Education,

bd) the lecturer representing the Faculty in the Senate,

be) the leader(s) of the research centre(s) operating in the Faculty,

bf) the finance rapporteur working at the Faculty,

bg) the functional directors,

bh) the Faculty director,

- bi) the dean emeritus,
- bj) the quality management executive.

(3) The chairperson of the Faculty Council is the dean.

(4) The chair of the Faculty Council must invite, with right of discussion, all those whose presence is necessary for the discussion of the issues on the agenda, and those persons whose right of participation is guaranteed by agreements made by the University (Faculty).

(5) An elected member of the Faculty Council can be recalled if s/he neglects his/her obligations to attend council meetings in more than half of the cases in the respective school year, or if s/he becomes unsuitable for membership for other reason. Recall is decided by the elective body, with majority voting.

**§ 12** (1) The **decision-making** power of the Faculty Council covers the following:

- a) definition of the organisational structure of the Faculty,
  - b) approval of the faculty regulations,
  - c) approval of the faculty syllabuses and training programmes,
  - d) elaboration of academic programmes, comprehensive evaluation of the faculty's academic activity,
  - e) prioritising of applications to dean's and vice dean's position, initiation of the recall of the dean,
  - f) prioritising of applications to director of institute, head of department and leader of research centre position,
  - g) establishment of permanent or temporary committees and the election of their members of these,
  - h) foundation and award of faculty prizes,
  - i) initiation of the award of Honoris Causa Doctor title,
  - j) initiation of the award of National Higher Education Scholarship,
  - k) election of their executive chairperson of the Alumni Council,
  - l) establishment of units that are not independent educational or research organisational units,
  - m) exercising of functions transferred by the Senate.
- (2) The Faculty Council makes recommendations to the Senate in the following issues:
- a) organisational and operational regulation of the Faculty, and its amendment,
  - b) foundation, transformation or elimination of independent organisational units, and changes of their names,
  - c) the principles of the development of the faculty,
  - d) the award of Professor Emeritus, Professor Emerita title, and Honoris Causa Doctor title,
  - e) award of private teacher, honorary university or college associate professor, honorary university or college professor, and master teacher title.
- (3) The Faculty Council expresses its opinion about
- a) budgetary and development issues concerning the Faculty,
  - b) tenders for university professor, university associate professor, college professor and associate professor positions,
  - c) the institutional development plan, quality development programme, research & development and innovation strategy, the educational strategy of the University,
  - d) the educational, research and tendering strategy,
  - e) issues submitted to it by the Senate, the rector and the dean.

(4) The condition of the validity and effect of decisions and decrees in the competency of the Faculty Council that concern the organisation and operation of the Faculty is the approval by the Chancellor.

**§ 13** (1) The Faculty Council meets as necessary, but at least six times in a school year. When required – with the simultaneous specification of the agenda – by one-third of the voting members of the Council, or all student members of the Council, or initiated by the rector or the Senate, the Council must be convened. Convention of the Faculty Council is the responsibility of the dean.

(2) Invitation to the meeting – together with the written preparatory documents of the agenda – must be sent to the members and invitees of the Faculty Council at least 5 (five) working days prior to the meeting. In extraordinary cases the Council can be convened within five working days.

(3) Oral proposals can only be included in the agenda with the approval of the qualified majority of the voting members present.

(4) Meetings of the Faculty Council are normally public. Closed sessions can be held on the proposal of the dean, or one-third of the members of the Faculty Council. The holding of closed sessions is especially justified in issues concerning the right relating to personality.

(5) The required quorum for each meeting is the presence of at least sixty per cent of the voting members. If the quorum is not met, the dean shall adjourn the meeting, simultaneously determining the date of the new meeting. This shall take place within 15 days following the session. At the repeated session of the Faculty Council there shall be a quorum whatever the number of members present.

(6) The members present with voting and discussion right can make several contributions to the same presentation. The chair of the Faculty Council, however, can order restrictions. In points of order, the number of contributions by council members with voting right cannot be restricted.

**§ 14** (1) The opinions, recommendations and decisions of the Faculty Council are set out in resolutions. The decisions are usually made with simple majority and open voting. The simple majority leading to the approval of the proposals for decisions – provided the quorum of the meeting – requires the positive votes of more than fifty per cent of the voting members present. In the event of a tie, the Dean will have a casting vote in open voting.

(2) In personal issues, and if initiated by at least one-third of the voting members present, secret voting must be held. In the event of a tie, the voting must be repeated until one proposal gets majority vote.

(3) Positive vote (qualified majority) by at least one-third of the voting members present is necessary in the following cases for the adoption of a proposal:

- a) approval and amendment of the organisational structure of the Faculty,
- b) decision on the development objectives of the faculty,
- c) approval of the management regulation of the Faculty,
- d) initiation of the establishment, elimination and reorganisation of organisational units,
- e) proposals for awards,
- f) dismissal of the dean.

(4) On the initiative of the dean or one-third of the voting members, a vote by roll call can also be ordered.

(5) Members of the Faculty Council can address questions (interpellations) at the council session to the dean, the vice dean(s), and the chairperson of any committee of the Faculty Council. The addressee of the question must respond immediately in oral form, or within fifteen days in writing. If the question is sent to the addressee at least five days prior to the council meeting, the person asked is obliged to answer at the session.

(6) The minutes of the session of the Faculty Council is kept by an elected person. The minutes shall literally include the decisions made and the results of ballots. Contributions are recorded substantially. The minutes shall be signed by the dean and the keeper of the minutes.

(7) The written minutes of the Faculty Council – with the exception of closed session and personal issues – must be disseminated through the internal information system of the faculty, on the second week following the session the latest. The minutes written on the session of the Faculty Council must be sent to the Rector's Office within 30 days following the session.

### **The Dean's Council and the Executive Meeting**

**§ 15** (1) The Dean's Council is a proposing, consultative and decision-support body that contributes to the elaboration of the strategic and development principles concerning the Faculty, and the discussion of the proposals submitted to the Faculty Council.

- (2) The dean informs the Dean's Council, as necessary, also, s/he asks for the opinion of the Dean's Council in issues in his/her competency.
- (3) The dean convenes the Dean's Council at least six times in an academic year. In justified cases extraordinary session can be convened, about which the dean informs the members of the Dean's Council at least five working days prior to the session.
- (4) The Dean's Council has 7 members; members are the dean, the vice dean and directors of the institutes.
- (5) The Executive Meeting is the operational management body of the Faculty, with continuous responsibility in decision preparation and -support in operational issues concerning the management of the Faculty.
- (6) Sessions of the Executive Meeting shall take place on weekly basis, except for the breaks for students.
- (7) The Executive Meeting has 7 members; members are the dean, the vice dean, the faculty director and the functional directors.

### **The Faculty's Doctoral and Habilitation Council**

**§ 15/A** (1) The Doctoral and Habilitation Council (DHC) of the Faculty as a scientific body is authorised to judge the researchers' habit during the habit survey of senior lecturers and in all other cases in which it is initiated by the Dean or the person concerned. During the habit survey the DHC can make recommendations for the launch of tenders for associate professor or university professor statuses.

### **Committees of the Faculty Council**

**§ 16** (1) The Faculty Council can establish standing or temporary committees for the analysis and opinion of organisational, teaching and research and other issues promoting its own operation and that of the dean, for the elaboration of recommendations, preparations of decisions and the control of their implementation. The committees can be authorised with decision-making competencies. The non-transferable competencies of the Faculty Council cannot be transferred to the committees.

(2) The decision on the establishment of committees, the election of the chair and the members and the tasks and authorities is made, on the initiative of the dean, by the Faculty Council. The tasks and authorities can be amended at any time by the Council. The mandate of the members of the standing committees is for maximum four years. The mandate of student members is for maximum two years.

(3) In committees whose competencies include issues directly concerning student status, the participation of student representatives in the work of the committee must be secured. In standing committees established for the management of the study, examination and social affairs of students, the number of members delegated by students cannot be less than fifty per cent of the members of the committee.

(4) The working schedule of the standing committees is regulated by the committee. The working schedule of the temporary committees is determined by the chairperson.

(5) The standing committees of the Faculty Council and their composition are regulated by Appendix 1 to this regulation.

(6) The Faculty Council and the dean are entitled to create ad hoc committees for a fixed period for the implementation of other faculty tasks.

### **The Dean**

**§ 17** (1) The leader of the Faculty is the **dean**. The dean can only be university professor or habilitated university associate professor.

- (2) The mandate of the dean is for maximum five years, which can be repeated once, by tendering. The dean's mandate can be valid until the age sixty-fifth year.
- (3) For the dean's mandate an open tender must be launched. For the implementation of the tender, the rector establishes an identification committee whose chairperson is a vice rector, its members are the persons assigned by the rector on the recommendation of the Faculty Council.
- (4) Tasks of the identification committee are the check of the applications from formal aspect, interviewing of the applicants and organisation of the sessions of the bodies expressing opinion about the applications.
- (5) The identification committee, after requesting the opinions of the full- and part-time lecturers and researchers of the Faculty, will make a ranking list of the applications, which they present to the Faculty Council. The applications for the dean's position are discussed by the Faculty Council, and then a ranking is made by the Council. For the ranking list the regulations concerning the ranking of applications for the rector's position shall apply.
- (6) The Rector, after the discretion of the opinion of the Faculty Council, shall decide upon the issue of the mandate. If the Rector disagrees with the decision made by the Faculty Council, s/he might return it for consideration to the Faculty Council, together with his/her remarks. The Faculty Council will make a new decision on the ranking list of the applications. Following this the Rector will give the mandate to the person in the first position on the ranking list sent.
- (7) The person ranked first on the list by the decision of the Faculty Council on the ranking of the applicants to the dean's position – from the date of his/her appointment – is also a senator of the Faculty (the leading senator of the faculty). The Faculty Council, by its decision on the ranking list, elects the dean as a member of the Senate, provided that s/he is appointed.

**§ 18 (1)** The dean's mandate expires by

- a) the lapse of the period of the mandate,
- b) resignation,
- c) dismissal,
- d) the termination or transformation of the faculty,
- e) the termination of the work status of the dean,
- f) the death of the dean.

(2) In the case specified in c) of Par. (1), the recall before the expiry of the mandate can be initiated by the rector, or more than 50% of the members of the Faculty Council, by a written proposal, supplemented with a reasoning, submitted 8 days prior to the session of the Faculty Council. The recommendation for recall requires the votes of two-thirds of the members of the Faculty Council. The Faculty Council sends its recommendation of recall to the rector who will decide on the dismissal of the dean, on the basis of the initiative.

**§ 19 (1)** Competencies of the dean include especially:

- a) representation of the University in the competency transferred by the rector and the Chancellor, and representation of the Faculty before university and other forums,
- b) management of the training, academic and research activity pursued at the Faculty,
- c) provision of the human resources necessary for the training, academic and research activity of the Faculty, in harmony with the training, research and human resources strategy of the University, and making of the plans related to the supply of lecturers and researchers for the Faculty,
- d) decision on the use of financial allocations confirmed in the budget plan dedicated to the Faculty, besides the financial endorsement of the finance rapporteur delegated to the Faculty by the Chancellery,
- e) exercise of the right of issuing publication in Faculty affairs,
- f) initiation of action by the rector, the Chancellor or the Senate in issues concerning the activity of the Faculty,



- g) exercise of the direct employer right in the competency transferred by the rector and the Chancellor, in accordance with the specifications in the employment regulations,
- h) preparation of the sessions of the Faculty Council, organisation of the implementation of its decisions,
- i) regular reporting on his/her executive activity to the Faculty Council and the rector,
- j) implementation of all those tasks and exercising of those rights that s/he is responsible for according to the law, and the regulations of the university and the faculty, and which are transferred to him/her from the own competency of the rector and the Chancellor,
- k) on the basis of the Chancellor's instruction related to the system or rapporteurs, a right of recommendation and consent, right of ex-ante opinion, right of ex-ante information and right of follow-up of information concerning the finance rapporteur, also, competency of the dean involves professional surveillance, instruction and control in the issues delegated to the responsibilities and authority of the dean,
- l) on the basis of the Chancellor's instruction, in issues related to the sectoral rapporteurs, right of recommendation, and in daily operation right of prioritising as regards the definition of the working tasks in their daily routine.

(2) The dean can transfer a part of his/her competencies to the vice dean, and his/her professional decision-making competencies to the leaders of the organisational units and the functional directors of the faculty, in tasks specified for them.

(3) The dean reports annually on his/her executive activity to the Faculty Council and in every semester to the Overall Staff Meeting.

### **The vice dean**

**§ 20** (1) The dean is supported in the implementation of his/her responsibilities by the vice dean for educational affairs, who is a general deputy of the dean. The vice dean must be elected by tendering from among the full-time teachers and researchers of the Faculty, and must possess doctoral title.

(2) The preparation of the tendering procedure is done by the rector with the contribution of the dean. The ranking list of the applications to the vice dean's position is made by the Faculty Council. The dean, taking into consideration the opinion of the Faculty Council, makes a recommendation to the rector on the person of the vice dean. The rector, after the discretion of the recommendations by the dean, makes a decision on the issue of the executive mandate. The vice dean's mandate can be valid until the age of sixty-fifth year. The period of the mandate is the same as the period of the dean's mandate.

(3) The exact responsibilities of the vice dean and the way of the organisational coordination are determined by the dean, who informs the Faculty Council about it.

## **CHAPTER IV**

### **EDUCATIONAL AND RESEARCH ORGANISATIONAL UNITS OPERATING AT THE FACULTY**

**§ 21** (1) Teaching and academic research at the Faculty is implemented in educational and research organisational units.

(2) The decisions on the establishment, transformation, elimination and naming of the educational and research organisational unit are in the competency of the Senate.

(3) An educational and research organisational unit operating at the Faculty can be an institute, a department, a research team, a research centre, an academic excellence centre and a competence centre.

(4) The educational and research organisational units specified in Par. (3) are taken as organisational units according to the ANHE, their leaders and deputy leaders are taken as leaders in accordance with Par. (2) of § 37 of the ANHE.

(5) An educational and research organisational unit established with the name specified according to Par. (3) within the teaching and research units (e.g. department of an institute) is not taken as an educational and research organisational unit, its leader is not taken as a leader according to Par. (2) of § 97 of the employment standards. The establishment of educational and research organisational units is the responsibility and competency of the Faculty Council.

### **Institutes**

**§ 22** (1) The basic, sovereign educational and research organisational units of training and research (in brief: professional activity) at the Faculty are the **institutes**.

(2) Sovereignty of the institutes includes especially

- a) teaching of disciplines and subjects ordered to their professional competency,
- b) carrying out academic research in the disciplines of their professional competency,
- c) making recommendations for staff development policy.

(3) Within the institutes, departments and research teams can operate. The institutes are responsible for the personnel tasks and for the other functions coordinating, assisting and supplementing teaching and research of their own, the departments within their organisation, and the other organisational units subordinate to them.

(4) The Faculty Council can initiate the establishment of a new sovereign institute if the institute to be established has at least 8 full-time colleagues, of whom at least 4 are holders of academic qualification.

(5) The leading body of an institute is the institute council whose task is the support of the work of the director of the institute, with special regard to the allocation of the subjects in the teaching schedule and the objectives and ways of the use of financial allocations.

(6) The current institutional structure of the Faculty is included in Appendix 2 to this regulation.

**§ 23** (1) Directors of institutes can only be university professors or senior university lecturers. A mandate of a director of an institute is for maximum 5 years and can be repeated maximum two times. The mandate of a director of an institute can be valid until the age of sixty-fifth year.

(2) Mandate for a director of an institute position can only be won by open tender. The preparation and launch of the tender is done by the rector, with the contribution of the dean, and the rector sends the applications submitted to the dean.

(3) The dean establishes a committee for the implementation of the tendering procedure, whose chairperson is the vice dean or a professor appointed by the dean – and not interested in the voting –, members are lecturers assigned by the dean, of whom at least one person is a lecturer at the organisational unit concerned. The dean may assign external experts as well to evaluate the applications.

(4) The chair of the committee reports the applications and the opinions of the experts to the lecturers and researchers of the institute, who express their opinion by a secret ballot.

(5) The ranking of the applications for the position of the director of the institute is done by the Faculty Council. The rector, after the discretion of the recommendations by the Faculty Council, makes a decision on the issue of the executive mandate.

(6) The proposal to the rector for the person temporarily filling the position of the director of the institute is done by the dean.

**§ 24** (1) Tasks of a director of the institute are as follows:

- a) representation of the institute,
  - b) organisation and harmonisation of the educational work of the institute, in the framework of this provision of the availability of the necessary teaching capacity,
  - c) assistance, supervision and control of the content of the educational activity of the colleagues,
  - d) implementation of the decisions of the university and faculty management concerning his/her organisational unit,
  - e) making recommendations for staff development policy,
  - f) making recommendations for the establishment, elimination, integration and transformation of departments belonging to his/her organisation,
  - g) management of costs allocated by the dean to the institution, making recommendations for the following:
    - ga) classes to be held by the colleagues and the related regular and one-off extra remuneration of the staff of the institute,
    - gb) use of the financial allocations from the faculty for the purposes of the professional activity of the institute,
  - h) negotiation with the faculty management about the institute's staff contributing to institutional management tasks and participating in revenue-generating projects.
- (2) The director of the institute is assisted in the implementation of his/her responsibilities by the Dean's Office. The director of the institute has an annual reporting obligation to the dean on the activity of the unit led by him/her. The content of the report is defined by the dean.

### **Meeting of the institutes' lecturers**

- § 25 (1) The work of the director of the institute is assisted by the meeting of the institute lecturers, by their recommendations and the expression of their opinion. All lecturers are members of the meeting of the institute lecturers, including also professors Emeritus, part-time employees, and also employees responsible for teaching activity in the institute, and full-time PhD students carrying out teaching activity. At the meetings of the institute lecturers, voting rights are held by full- and part-time lecturers and researchers of the institute.
- (2) The director of the institute must convene the meeting of the lecturers as necessary, but at least twice every semester, and report on institute, department and faculty tasks completed and to be done.

### **Departments**

- § 26 (1) The department is the organisational unit that responsible for the tasks of training, academic research and teaching arrangements in connection with at least one subject.
- (2) A department can be established if
- a) the lecturers concerned carry out educational and research activity in some discipline,
  - b) the department to be established has at least four full-time colleagues, of whom at least two are holders of academic qualification.
- (3) The accountable manager of the department is the head of department. The mandate of the head of department can be won by application. The mandate is for maximum five years.
- (4) The head of department
- a) represents the department,
  - b) organises the educational, academic research and other activity of the department,
  - c) supervises and controls the work of the lecturers subordinate to him/her and other employees,
  - d) continuously negotiates with the director of the institute about the topical tasks.
- (5) The work of the head of department is assisted by the meeting of the department lecturers, by their recommendations and the expression of their opinion. The head of department convenes the meeting of the department lecturers as necessary.

## Academic excellence centres, Academic Excellence Council

§ 27 (1) The research activities of the Faculty can be organised in the framework of academic excellence centres, whose responsibilities are the strengthening of the academic research, and the increase of the international visibility and embeddedness in specific fields.

(2) The staff of the academic excellence centres can be made by the lecturers of several departments. Researcher positions can be established for research projects implemented in the academic excellence centres.

(3) An academic excellence centre can be established if

- a) it has at least four full-time lecturer members of whom at least two possess scientific qualification,
- b) its members made outstanding academic achievements in the period prior to the establishment,
- c) it has adequate resource generation capacities.

(4) The head of an academic excellence centre – for whom recommendation is made by the Centre – is appointed by the dean for a duration of 3 to 5 years (in line with the dean's office time), which can be extended several times. The position of the leader of the academic excellence centre is not an executive position.

(5) The head of the academic excellence centre

- a) represents the academic excellence centre,
- b) organises the research activity of the academic excellence centre,
- c) annually reports to the dean on the activity completed and planned to be done by the academic excellence centre,
- d) participates in the work of the Academic Excellence Council.

(6) The following academic excellence centres operate at the Faculty:

a) Regional Innovation and Entrepreneurship Research Centre of Excellence

whose objective is to enhance the effectiveness of the workshop character of the research activity carried out at the FBE of UP for more than a decade, gaining positive reflections from Hungarian and international professional circles, and the strengthening of the appearance as a group. The Centre of Excellence considers it as task of selected importance to survey territorial knowledge flows, study the process of entrepreneurship, the working out of models analysing the effects of economic development interventions, and the application of the knowledge gathered this way in concrete regional development policy analyses.

b) Centre of Excellence of Economics (CEE)

CEE is a workshop for all GKK research projects on economics made from competitive resources, especially for the

- operation of the UP's Centre of Excellence and Talent Centre,
- thematic programmes of the Higher Education Excellence Programme,
- themed research tenders of National Research, Development and Innovation Centre, NRDIC,
- research projects implemented from European Union funding (ERC, H2020, EFOP, Erasmus+, etc.)

Research positions created in relation to research projects on issues of economics are to be established in the CEE. The work of researchers employed here are supervised by the professional managers of the projects, whereas their employer is the dean, according to the Rector's and the Chancellor's joint instruction No. 7/2018. The operation of the CEE may involve the organisation of platforms, research teams and task forces, research support functions, by the dean's competency. As regards the temporary organisations specified above, the operational guidelines may be specified by an instruction of the dean.

c) FLOW Management Research Team (FLOW MaReTeam).

The FLOW MaReTeam, which is mainly composed of members of the Institute of Leadership and Organizational Sciences Institute of the PTE KTK, aims to conduct empirically based research on

current management theory topics in management sciences, mainly with a focus on higher education. The main areas of activity of the research team are:

- human resource management research as a member of the international CRANET network,
- organisational cultural research in higher education,
- the impact of COVID-19 on higher education and labour market actors,
- research into the professionalisation of coaching and project management,
- career management research,
- student competency analyses,
- organisational satisfaction surveys,
- research related to the students' assessment of their teachers' performance.

(7) The Faculty shall establish a Scientific Excellence Council to coordinate the research activities of the centres of excellence, in particular to ensure consistency with the strategic guidelines of the Faculty, to maximise synergies between the centres of excellence and with other departments and activities of the Faculty, to increase the efficiency of operations and to develop the joint potential for absorption of proposals.

(8) Members of the Scientific Council of Excellence

- a) the heads of the centres of excellence
- b) the dean
- c) the research director

(9) The Council for Scientific Excellence

- a) continuously monitors research-related funding opportunities and collaborations received by the Faculty,
- b) assesses opportunities and coordinates the preparation and launch of selected projects,
- c) carry out periodic performance evaluations and, on the basis of these, propose, as necessary, the number and composition of the researchers to be included in the performance,
- d) monitors the results and helps to ensure that they are useful to society,
- e) coordinates with the Centre for Applied Learning on application-level opportunities,
- f) oversees the management of the academic centres of excellence.
- g) proposes the creation of new academic centres of excellence,
- h) helps to publish scientific results and use them to support the narrower or wider society.

(10) The Council for Scientific Excellence

- a) meets at least twice a year, convened by the Dean;
- b) any member may propose to the Dean to convene a meeting;
- c) takes its decisions by a simple majority of votes, in the event of a tie, the Dean has the casting vote.

## CHAPTER V

### OTHER ORGANISATIONAL UNITS OPERATING AT THE FACULTY

**Article 28** (1) In accordance with the development principles, organisational units(s) performing horizontal functions may be established at the Faculty, which shall not be considered as autonomous organisational unit(s).

(2) The head of a non-autonomous department shall be appointed by the dean for a maximum term equal to the dean's term, and shall not be considered a leader according to the employment requirements code.

(3) A non-autonomous department does not have an autonomous budget, and the resources and conditions necessary for its operation are provided by the dean or other external source.

**Article 28/A** (1) The Center for Applied Learning (CAL) is a non-autonomous organisational unit of the Faculty. The aim of the Center for Applied Learning is to organise and present the knowledge capital gener-

ated and accumulated in the course of the knowledge generation and transfer processes at the Faculty in an institutionalised form, in a complementary and transparent manner to the core activities of the Faculty (research, teaching), and to present it to external stakeholders and the external environment. The Faculty wishes to respond quickly and flexibly to the problems and needs of the socio-economic environment through the CAL. The aim is also to ensure that the coordinated activities organised in the CAL inform and inspire the work of the Faculty's core activities, thereby increasing their competitiveness and attractiveness. In its professional work, the CAL actively involves students studying at the Faculty in order to enhance their professional development.

(2) The management of the Center for Applied Learning shall be carried out by the director of innovation and relations of the Faculty.

(3) As a horizontal organisational unit, the CAL involves, in addition to its administrative staff, the staff of the Faculty in the professional work of the CAL, after consultation and approval by directors of the institutes.

(4) In the course of the professional (academic) coordination and organisation of knowledge exploitation, the CAL is in contact with the Centre for Research Utilisation and Technology Transfer of UP, which is responsible for knowledge exploitation, and with the economic companies of UP.

(5) The task of the CAL is to catalyse the conversion of the knowledge and research results generated by the research conducted at the Faculty into intellectual products and their market exploitation.

(6) The role of the CAL is:

- a) coordination of professional competence centres,
- b) professional issues, professional work with alumni members, maintaining contacts, ***developing the alumni community, organising alumni events,***
- c) maintaining professional contacts with companies and other external stakeholders, coordinating joint professional work,
- d) organisation and coordination of short-cycle, non-graduate training,
- (e) identification of knowledge and research results that are eligible for intellectual property protection,

(7) The following tasks are necessary for the operation of the CAL: management of competence centres, administration, marketing communication, coordination of short-cycle training, project coordination.

(8) The CAL organises and displays the knowledge capital of the collective of the Faculty partly through the competence centres.

(9) The establishment of a competence centre shall be based on the proposal of the full-time research/teaching staff of the Faculty.

(10) The proposal initiating the establishment process shall include the objective of the competence centre initiated, its fit with the Faculty's objectives; the tasks and responsibilities of at least five teaching/research colleagues involved in the professional work; the integration of the subject area into the curriculum; the planned extra-curricular activities; and at least five extra-curricular collaborative activities.

(11) The proposal is submitted by the director of innovation and relations to the Dean's Office, which, if supported by the Dean's Office, is institutionalised as a result of a favourable vote by the Faculty Council. The establishment of a competence centre does not entail any amendment to the Faculty's Organisational and Operational Rules.

## CHAPTER VI

## **ADMINISTRATIVE ORGANISATIONAL UNITS OPERATING AT THE FACULTY, POSITIONS AND FUNCTIONS**

### **Faculty director and horizontal directors**

§ 29 (1) The management of the administrative processes of the Faculty is the responsibility of the faculty director. The responsibilities of the faculty director also include the fulfilling of comprehensive management and coordination tasks concerning several organisation units. The position of the faculty director is an executive position that can be won by application. The faculty director is also the head of the Dean's Office.

(2) The dean appoints further directors, from the lecturer staff of the faculty, responsible for horizontal faculty tasks for a period not longer than the duration of the dean's mandate (foreign affairs director, marketing director, research director, innovation director and relations director). The horizontal director positions are not executive positions.

### **Other institutional management functions**

§ 30 (1) The Faculty possesses a quality management policy in the field of education and research, which is annually revised. The operation of the system is the responsibility of the dean who appoints a quality management executive for the continuous control, maintenance and renewal of the system.

(2) The dean's management team is assisted in their activity by a lawyer appointed by the dean in issues of legal nature.

(3) The management tasks of the foreign language trainings of the Faculty are done by appointed programme leaders assigned by the dean.

(4) The coordination and contact tasks related to the international accreditation (EPAS) of the Faculty are the responsibility of an EPAS coordinator appointed by the dean. The dean is assisted in his/her tasks related to international accreditation and in representing the Faculty in matters related to international accreditation by the dean's councillor for international accreditation.

(5) The preparation of non-graduate vocational training courses in Hungarian (primarily specialised vocational training courses) and the administrative tasks related to registration shall be carried out by the person responsible for accreditation of vocational trainings.

(6) The institutional management functions specified in Par. (1)-(5) are not executive appointments.

### **The functional organisational units of the Faculty**

§ 31 (1) The Faculty's management and the implementation of educational, research and academic tasks are assisted by organisational units operating in the form of internal research group, team or position.

(2) The Dean's Office

- a) does a sovereign management of administrative issues within the university,
- b) assists of the activity of the current dean's management,
- c) prepares the documents of the Faculty Council in the appropriate format and disseminates them in the faculty,
- d) writes minutes and notes of the discussions,
- e) organises and manages the tasks related to the faculty archives,
- f) supports the administrative (institutional management) tasks of the directors of the institutes,
- g) assists the activities of the institutes, by providing administrative support to them,
- h) cooperates with the Human Policy Department in relation to paid holidays and other issues,
- i) coordinates intra- and extra-faculty mailing.

- (3) The Marketing Office
- a) organises and implements enrolment marketing activity,
  - b) implements the internal and external communication tasks of the faculty,
  - c) participates in the organisation of faculty events,
  - d) keeps in touch with the Rector's Cabinet,
  - e) implements international marketing activity.
- (4) The main tasks of the International Office are as follows:
- a) coordination of lecturer, staff and student mobility programmes,
  - b) organisation of student services,
  - c) operation of the guest lecturer programme,
  - d) support of the international student recruitment activity,
  - e) preparation of the international accreditation,
  - f) management and development of institutional relations,
  - g) keeping in touch with the International Relations Directorate.
- (5) The Study Department
- a) implements educational and student administration of the faculty,
  - b) manages the electronic educational system,
  - c) keeps in continuous touch with the Directorate of Education of the University,
  - d) organises student admission to the Faculty,
  - e) prepares and maintains the class schedules, room scheduling, student information forums,
  - f) organises educational consultancy for students, supports the work of the Committee of Education and the Credit Transfer Committee,
  - g) keeps in continuous touch with the competent members of the Student Union,
  - h) organises field practices for students and manages the writing of theses,
  - i) expresses its opinion on, and prepares faculty and university regulations,
  - j) expresses its preliminary opinion on requests by students,
  - k) makes necessary preparations for the examination period.
- (6) The Talent Centre of the FBE
- a) aims with its activity at the integration of solutions created in the field of faculty talent management and career development, recalling of old traditions and the creation of new services, for the professional and personal development of the students of the Faculty,
  - b) supports the students of the Faculty in the recognition and development of their talents, in their professional achievements, contributing thereby to the increase of their labour market value and the satisfaction of the needs of this kind of the business partners of the Faculty.
- (7) The responsibilities of the executives of the functional units specified in paragraphs (2)-(8) is defined by the dean in their job description.
- (8) The dean or the vice dean convenes, as necessary, meetings for the executives of the respective organisational units, during which the current issues that require operative measures are discussed.

## **CHAPTER VII**

### **THE STUDENT UNION**

**§ 32** The faculty student union, as part of the University Student Union (USU), is responsible for the representation of the interests of the students of the faculty. The Faculty student union acts in all cases when issues concerning the students of the Faculty arise.

**§ 33** The tasks of the faculty student union are

- a) the definition of the responsibilities of its officials,
- b) creation and elimination of its committees, definition of their tasks and competencies,



- c) submission of the budget approved by the convention of the Faculty student union to the convention of the USU for approval,
- d) negotiation with the management of the Faculty in issues concerning students,
- e) organisation of the cultural and community life of the students of the faculty,
- f) information of the students of the faculty about issues concerning them,
- g) cooperation with the management and organisational units of the faculty, the student organisations, other sub-faculty unions and the USU,
- h) actions in every possible forum in the defence and representation of the interests of the students,
- i) possible establishment and elimination of an organisational unit subordinate to the Faculty student union, or the transformation of such a unit so as to make the implementation of its tasks more effective,
- j) the leader of the organisational unit subordinate to the faculty student union is appointed by the chair of the faculty student union for a duration of maximum one year, with the consent of the Convention.

**§ 34** (1) The rights of the faculty student union are as follows:

- a) it can make proposals concerning the sample syllabus and the subjects featured in the sample syllabus,
- b) it participates in the organisation of scientific and professional student circles,
- c) it can participate in the organisation of social, cultural, sport and leisure time activities,
- d) it delegates a representative in cases when the presence of students is required by law or other legal regulation, or any regulation of the University or the Faculty,
- e) makes decision in issues delegated to its competency by legal regulations, or the regulations of the university or the faculty,
- f) contributes to the implementation of tasks specified by legal regulations, or the regulations of the university or the faculty.

(2) The Faculty student union can express opinion and make recommendation in all issues concerning the operation of the University or the Faculty, and concerning the students.

(3) The Faculty student union exercises a right of consent concerning

- a) faculty regulations of the assessment of the lecturers performance by the students, and
- b) use of the financial allocations for students' purposes.

**§ 35** In issues not regulated here the provisions of the Statute of University Student Union shall apply.

## **CHAPTER VIII PROVISIONS GIVING EFFECT AND FINAL PROVISIONS**

**§ 36** (1) The regulation was approved by the Faculty Council of the Faculty of Business and Economics, University of Pécs on its session held on 13 June 2018, by the Senate of the University of Pécs on its session held on 18 May 2022.

(2) The amendment of this regulation was approved by decision No. ... of the Senate. Amendments shall enter into force on 1 July 2022.

Miseta, Attila Dr.  
rector

## **Appendix 1 to the OOR of FBE, UP**

### **Compositions of the standing committees of the Faculty Council**

#### **1. Composition of the Doctoral and Habilitation Council**

- chair
- co-chair (the dean)
- full-time university professors of the Faculty
- one representative of habilitated associate professors
- external members (external members in the necessary number are assigned by the chair)
- secretary

#### **2. Educational Committee of the Faculty (FEC)**

- chair (vice dean for educational affairs)
- 3 representatives of the lecturers
- 4 representatives of the students (at least 50% representation)
- Leader of the Study Department with right of discussion

#### **3. Credit Transfer and Accreditation Committee of the Faculty (FCTAC)**

- chair
- 1 representative of the lecturers
- 1 representatives of the students (at least ¼ representation)
- Leader of the Study Department with right of discussion

#### **4. Disciplinary and Ethical Committee of the Faculty (FDEC)**

- chair
- 4 representatives of the lecturers
- 3 representatives of the students (at least 1/3 representation)

#### **5. Science Organisation and Library Committee of the Faculty (FSOLC)**

- chair
- 4 representatives of the lecturers
- 2 representatives of the students

#### **6. Admissions Committee of the Faculty (FAC)**

- chair (the dean)
- leader of the Study Department
- 1 representative of the students (at least 1/3 representation)

#### **7. Tendering and Scholarship Committee of the Faculty (FTSC)**

- chair (vice dean for educational and budgetary affairs)
- 3 representatives of the lecturers
- representative of the Student Union
- Leader of the Study Department
- 3 representatives of the students (at least 1/3 representation)

#### **8. Foreign Affairs Committee of the Faculty (FFAC)**

- chair (director for foreign affairs)
- leaders of the foreign language training programmes
- EPAS coordinator
- representative of the Student Union
- 1 representative of the students

- secretary (leader of the International Office)
- permanent invitees (the research director, dean's councillor on international accreditation)

**9. Quality Management Committee of the Faculty (FQMC)**

- chair (quality management executive)
- 3 representatives of the lecturers
- 4 representatives of the students

**Appendix 2 to the OOR of FBE, UP**  
**Institutional structure of the FBE, UP**

The Hungarian and English language names of the departments operating at the Faculty, and their research groups are as follows:

- 1) Közgazdaságtan és Ökonometria Intézet (Institute of Economics and Econometrics)
- 2) Kvantitatív Menedzsment Intézet (Institute of Management Science)
- 3) Marketing és Turizmus Intézet (Institute of Marketing and Tourism)
- 4) Pénzügy és Számvitel Intézet (Institute of Finance and Accounting)
- 5) Vezetés- és Szervezéstudományi Intézet (Institute of Leadership and Organizational Sciences)

**Appendix 3 to the OOR of FBE, UP  
Organogram of the FBE of UP**

