

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



Version in effect as of 8 April 2024

PREAMBLE¹

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 University of Pécs Faculty of Business and Economics (hereinafter: Faculty) 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 1 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) ²persons 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) The **official** Hungarian **name** of the Faculty is Pécsi Tudományegyetem Közgazdaságtudományi Kar. Abbreviated Hungarian name of the Faculty is PTE KTK. The English name of the Faculty is as follows: 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 legal 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 educational programmes 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.

¹ The amendments were adopted by the Senate by electronic decision-making procedure on 23 June 2022. The amendments shall enter into force on 1 July 2022.

² The amendments were adopted by the Senate by electronic decision-making procedure on 23 June 2022. The amendments shall enter into force on 1 July 2022.

(2) The Faculty is responsible for higher education level education and further training of experts in economics, tertiary 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)³ The Faculty is dedicated to high quality research activity. For fulfilling its educational and academic responsibilities, it cooperates with the other faculties of the UP, other higher education institutions 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 educational and research activity.

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

§ 4 (1) The Faculty carries out its training tasks in accordance with the regulations in effect, at the following levels: tertiary vocational, bachelor, postgraduate specialisation, master, undivided, doctoral programmes (PhD programmes), 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 programmes specified in Par. (1) (with the exception of the doctoral programme) is the Dean.

(3)⁴ Doctoral training at the Faculty is done in a doctoral school, whose leader is responsible for implementing the programme, the acquisition of the necessary accreditation and the regular management of doctoral procedures.

§ 5 The general language of education at the Faculty is Hungarian. However, education can also be done – in accordance with 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 2 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 faculty and student scholarships and other benefits, the order of the related tenders, and the requirements concerning the employment and performance of the faculty 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.

³ The amendments were adopted by the Senate by electronic decision-making procedure on 23 June 2022. The amendments shall enter into force on 1 July 2022.

⁴ The amendments were adopted by the Senate by electronic decision-making procedure on 23 June 2022. The amendments shall enter into force on 1 July 2022.

All-staff Meeting

§ 7 (1) The All-staff Meeting – whose participants are all full- and part-time faculty, researchers and administrative staff of the Faculty and all the professors emeritus/emerita – is the Faculty's information exchange forum. The staff working at the Faculty as designated rapporteurs are invitees to the All-staff Meeting.

(2) The All-staff Meeting is convened by the Dean at least twice in every academic year, at the beginning of each semester. The Dean can also convene extraordinary all-staff meeting in justified cases.

(3) The All-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 faculty member representing the Faculty in the Senate.

(4) At the election of the faculty member representing the Faculty in the Senate – with the right of participation of all members of the All-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-faculty/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 enrolment to 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 3

LEADING UNITS AND LEADERS OF THE FACULTY

The Faculty Council

§ 11 (1) The Faculty Council is the Faculty's body 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 consultation, with a composition as follows:

- a) members with voting right are
 - aa)⁵ coming from their functions:
 - the dean,
 - the vice dean,
 - the heads of departments (5),
 - the chair of the student union.
 - ab) by election:

⁵ The amendments were adopted by the Senate by electronic decision-making procedure on 23 June 2022. The amendments shall enter into force on 1 July 2022.

- one faculty member from each department (a total of 5),
- bachelor or master students (3),
- doctoral student (1),
- representative of the non-faculty staff (1).

b)⁶ permanent invitees to the Faculty Council (provided that they are not members of the Faculty Council in other rights) are

- ba) the rector,
- bb)⁷ the accredited doctoral school leader(s),
- bc) the Faculty's representative in the Trade Union of Employees in Higher Education,
- bd) the faculty member representing the Faculty in the Senate,
- be) the leader of the research centre operating in the Faculty,
- bf) the finance rapporteur working at the Faculty,
- bg) the functional directors,
- bh)⁸ the director of faculty,
- bi) the dean emeritus,
- bj) the quality assurance manager.

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

(4) The chair of the Faculty Council must invite, with right of consultation, 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 competencies of the Faculty Council cover the following:

- a) definition of the organisational structure of the Faculty,
- b) approval of the faculty regulations,
- c) approval of the faculty syllabuses and academic 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 head of department, head of sub-department, and leader of research centre position,
- g) establishment of permanent or temporary committees and the election of the 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 the executive chair of the Alumni Board,
- l) establishment of units not qualified as independent educational or research organisational units,
- m) exercising of functions transferred by the Senate.

(2) The Faculty Council makes recommendations to the Senate on the

- a) the 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) 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.

⁶ The amendments were adopted by the Senate by electronic decision-making procedure on 23 June 2022. The amendments shall enter into force on 1 July 2022.

⁷ The amendments were adopted by the Senate by electronic decision-making procedure on 23 June 2022. The amendments shall enter into force on 1 July 2022.

⁸ The amendments were adopted by the Senate by electronic decision-making procedure on 30 September 2020. The amendments shall enter into force on 1 October 2020.

- (3) The Faculty Council expresses its opinion about
- a) budgetary and development issues concerning the Faculty,
 - b) tenders for university professor and 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 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 in less than 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. Holding closed sessions is especially justified in issues concerning personality-related rights.

(5)⁹ 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, specifying 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 right and right of consultancy 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 resolutions 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 in secret voting, the voting must be repeated until one proposal gets majority vote.

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

- a) approval and amendment of the organisational structure of the Faculty,
- b) decision on the development objectives of the Faculty,
- c)¹⁰ approval of the management regulation of the Faculty,

⁹ The amendments were adopted by the Senate by electronic decision-making procedure on 23 June 2022. The amendments shall enter into force on 1 July 2022.

¹⁰ The amendments were adopted by the Senate by electronic decision-making procedure on 23 June 2022. The amendments shall enter into force on 1 July 2022.

- 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 chair of any committee of the Faculty Council. The addressee of the question must respond immediately in oral form, or in writing within fifteen days. 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 include the decisions made and the results of ballots verbatim. The content of the contributions is recorded. The minutes shall be signed by the dean and the keeper of the minutes.

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

The Dean’s Council and the Management Meeting¹¹

§ 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, if necessary, informs the Dean’s Council, and also requests the opinion of the Dean’s Council in issues in his/her competency and concerning the Faculty.

(3) The dean convenes the Dean’s Council six times in an academic year. In justified cases extraordinary session can be convened, about which the dean informs 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 heads of departments.

(5) The Management 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 Management Meeting shall take place on weekly basis, except for the breaks for students.

(7)¹² The Management Meeting has 7 members; members are the dean, the vice dean, the director of faculty and the functional directors. A constant invitee to the Management Meeting is the dean’s advisor for international accreditations.

The Habilitation and Habitus Examining Committee of the Faculty¹³

§ 15/A (1) The Habilitation and Habitus Examining Committee of the Faculty as a scientific body is authorised to judge the researchers’ habitus during the habitus examination of assistant professors and in all other cases in which it is initiated by the Dean or the person concerned. During the habitus examination the Committee can make recommendations for the launch of tenders for associate professor or professor statuses.

¹¹ *The amendments were adopted by the Senate by electronic decision-making procedure on 28 March 2024. The amendments shall enter into force on 8 April 2024.*

¹² *The amendments were adopted by the Senate by electronic decision-making procedure on 23 June 2022. The amendments shall enter into force on 1 July 2022.*

¹³ *The amendments were adopted by the Senate by electronic decision-making procedure on 30 September 2020. The amendments shall enter into force on 1 October 2020.*

Committees of the Faculty Council

§ 16 (1) The Faculty Council can establish permanent 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 of 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 chair.

(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 must be professor or a habilitated associate professor.

(2) The mandate of the dean is for a maximum of 5 years, which can be repeated once, by tendering. The dean's mandate can be valid until reaching the age of sixty-five.

(3) For the dean's mandate an open tender must be announced. For the implementation of the tender, the rector establishes an identification committee whose chair 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 include the check of the applications from formal aspect, interviewing of the applicants and organisation of the sessions of the bodies consulting the applications.

(5)¹⁴ ¹⁵The 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, 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

¹⁴ The amendments were adopted by the Senate by electronic decision-making procedure on 30 September 2020. The amendments shall enter into force on 1 October 2020.

¹⁵ The amendments were adopted by the Senate by electronic decision-making procedure on 23 June 2022. The amendments shall enter into force on 1 July 2022.

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 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 (leading senator of the Faculty). The Faculty Council, by its decision on the ranking, 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) recall,
- d) the termination or transformation of the Faculty,
- e) ¹⁶the 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 in 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, with 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 Faculty activities,
- 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 Rector's and the Chancellor's own competencies,
- 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 consulting, 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.

¹⁶ *The amendments were adopted by the Senate by electronic decision-making procedure on 23 June 2022. The amendments shall enter into force on 1 July 2022.*

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

The vice dean¹⁷

§ 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 lecturers 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 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 reaching the age of sixty-five. 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 4

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)¹⁸ ¹⁹ An educational and research organisational unit operating at the Faculty can be a department, a sub-department, a research team, a research centre, a research 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. a sub-department of a department) 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.

Departments

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

- (2) The sovereignty of the department includes especially
- a) teaching of modules and courses ordered to their professional competency,
 - b) carrying out academic research in the disciplines of their professional competency,
 - c) making recommendations for staff development policy.

¹⁷ The amendments were adopted by the Senate by electronic decision-making procedure on 23 June 2022. The amendments shall enter into force on 1 July 2022.

¹⁸ The amendments were adopted by the Senate by electronic decision-making procedure on 30 September 2020. The amendments shall enter into force on 1 October 2020.

¹⁹ The amendments were adopted by the Senate by electronic decision-making procedure on 23 June 2022. The amendments shall enter into force on 1 July 2022.

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

(4) The Faculty Council can initiate the establishment of a new sovereign department if the department 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 a department is the department council whose task is the support of the work of the head of department, 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 structure of the Faculty's departments is included in Appendix 2 to this regulation.

§ 23 (1) The head of department must be a university professor or associate professor. A mandate of a head of department is for maximum 5 years and can be repeated up to two times. The mandate of a head of a department can be valid until reaching the age of sixty-five.

(2) Mandate for a head of department can only be won by open tender. The preparation and launch of the tender are done by the rector, with the contribution of the dean, and the rector sends the applications submitted to the dean.

(3)²⁰ The dean establishes a committee for the implementation of the tendering procedure, whose chair is the vice dean or a professor appointed by the dean – and not interested in the voting –, members are faculty assigned by the dean, of whom at least one person is a faculty member 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 faculty and researchers of the Department, who express their opinion by a secret ballot.

(5) Ranking of applications for the head of department position 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) A proposal to the rector for a person temporarily acting as head of department is done by the dean.

§ 24 (1) Tasks of a head of department are as follows:

- a) representation of the department,
- b) organisation and harmonisation of the educational work of the department, 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 and development policy,
- f) making recommendations for the establishment, elimination, integration and transformation of departments belonging to his/her organisation,
- g) ²¹the dean makes recommendations, on the basis of financial allocations dedicated the departments, on the following:
 - ga) classes to be held by the colleagues and the related regular and one-off extra remuneration of the staff of the department,
 - gb) use of the financial allocations from the faculty for the purposes of the professional activity of the department,

²⁰ The amendments were adopted by the Senate by electronic decision-making procedure on 23 June 2022. The amendments shall enter into force on 1 July 2022.

²¹ The amendments were adopted by the Senate by electronic decision-making procedure on 23 June 2022. The amendments shall enter into force on 1 July 2022.

- h) negotiation with the faculty management about the department's staff contributing to institutional management tasks and participating in revenue-generating projects.

(2) The head of department is assisted in the implementation of his/her responsibilities by the Dean's Office. The head of department 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 departments' faculty

§ 25 (1)²² The work of the head of department is assisted by the meeting of the department's faculty, by their recommendations and the expression of their opinion. All faculty are members of the meeting of the department's faculty, including also professors Emeritus, part-time employees, and also employees responsible for teaching activity in the department, and full-time PhD students carrying out teaching activity. At the meetings of the department's faculty, voting rights are held by full- and part-time faculty and researchers of the department.

(2) The head of department must convene the meeting of the faculty as necessary, but at least twice every semester, and report on department, sub-department and Faculty tasks completed and to be done.

Sub-departments

§ 26 (1) The sub-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 sub-department can be established if

- a) the faculty concerned carry out educational and research activity in some discipline,
- b) the sub-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 sub-department is the head of the sub-department. The mandate of the head of sub-department can be won by application. The mandate is for maximum 5 years.

(4) The head of sub-department

- a) represents the sub-department,
- b) organises the educational, academic research and other activity of the sub-department,
- c) supervises and controls the work of the faculty and other employees subordinate to him/her,
- d) continuously negotiates with the head of department about the topical tasks.

(5) The work of the head of sub-department is assisted by the meeting of the sub-department's faculty, by their recommendations and the expression of their opinion. The head of sub-department convenes the meeting of the sub-department's faculty as necessary.

Scientific centres of excellence, Scientific Excellence Council²³

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

(2) The staff of the scientific centres of excellence can be made by the faculty of one or several departments. Research positions can be established for research projects implemented in the scientific centres of excellence.

(3) An scientific centre of excellence can be established if

²² The amendments were adopted by the Senate by electronic decision-making procedure on 23 June 2022. The amendments shall enter into force on 1 July 2022.

²³ The amendments were adopted by the Senate by electronic decision-making procedure on 23 June 2022. The amendments shall enter into force on 1 July 2022.

²⁴ The amendments were adopted by the Senate by electronic decision-making procedure on 30 September 2020. The amendments shall enter into force on 1 October 2020.

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

(4) The head of a scientific centre of excellence – 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 mandate), which can be extended several times. The position of the leader of the scientific centre of excellence is not qualified as executive position.

(5) The head of the scientific centre of excellence

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

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

a) Regional Innovation and Entrepreneurship Research Centre (RIERC)

The goal of the centre is to enhance the effectiveness of the workshop character of the research activity carried out at the UPFBE 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, elaboration 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 in Economic Studies (CEE)

CEE is a workshop for all research projects on economics realised from all 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 leaders 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 Department of Leadership and Organizational Sciences of the UPFBE, 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 as follows:

- human resource management research as a member of the international CRANET network,
- research of organisational culture 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 researches,
- student competency analyses,
- organisational satisfaction surveys,
- research related to the student feedback surveys.

(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 Excellence Council are

- a) ²⁵the heads of the centres of excellence
- b) the dean
- c) the director of research

(9)²⁶ The Scientific Excellence Council

- 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) carries out periodic performance evaluations and, on the basis of these, proposes, 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 scientific centres of excellence,
- g) proposes the creation of new scientific centres of excellence,
- h) helps to publish scientific results and uses them to support the narrower or wider society.

(10) The Scientific Excellence Council

- a) meets at least twice a year, its sessions are convened by the Dean;
- b) may propose, on any member's initiative, 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 5

OTHER ORGANISATIONAL UNITS OPERATING AT THE FACULTY

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

(2)^{27 28} The head of a non-sovereign organisational unit shall be appointed by the dean for a maximum term equal to the dean's mandate, and shall not be taken as a leader according to the employment requirements code.

(3) A non-sovereign organisational unit does not have a budget of its own, and the resources and conditions necessary for its operation are provided by the dean or other external source.

(4)²⁹

²⁵ The amendments were adopted by the Senate by electronic decision-making procedure on 23 June 2022. The amendments shall enter into force on 1 July 2022.

²⁶ The amendments were adopted by the Senate by electronic decision-making procedure on 23 June 2022. The amendments shall enter into force on 1 July 2022.

²⁷ The amendments were adopted by the Senate on 27 June 2019. The amendments shall enter into force on 1 July 2019

²⁸ The amendments were adopted by the Senate by electronic decision-making procedure on 23 June 2022. The amendments shall enter into force on 1 July 2022

²⁹ The earlier (4) paragraph was repealed and the earlier number (5) of the paragraph and its content was modified by the Senate on 27 June 2019. The amendments shall enter into force on 1 July 2020

§ 28/A^{30 31} (1) The Centre for Applied Learning (CAL) is a non-sovereign organisational unit of the Faculty. The aim of the Centre for Applied Learning is to organise and present the knowledge capital generated 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 Centre for Applied Learning shall be carried out by the director of innovation and external 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 heads of departments.

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

(6) The tasks of the CAL involve

- 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-degree programmes,
- (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 programmes, 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 external relations to the Faculty management, and if it is supported by the Faculty management, it gets 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 Regulations.

³⁰ The amendments were adopted by the Senate by electronic decision-making procedure on 30 September 2020. The amendments shall enter into force on 1 October 2020

³¹ The amendments were adopted by the Senate by electronic decision-making procedure on 23 June 2022. The amendments shall enter into force on 1 July 2022

§ 28/B.³² A (1) The Centre for Higher Education Data Analysis and Performance Management (CHEDAPM) is a non-sovereign organisational unit within the Faculty. With its methodological apparatus and its experience and staff capacities in the field of higher education institutional management, the Centre supports the preparation of professional decisions at Faculty, fellow faculty and university level in issues such as international rankings, the Graduate Career Tracking System, the Performance Evaluation System and indicator monitoring. These activities are in line with the Faculty's ambitions, as well as with the needs of the rector's management and the planned involvement in the Science and Innovation Park of the UP.

(2) The Centre performs its tasks divided into two divisions (Data Science Division and Performance Management Division).

a) The Data Science Division

- supports the development of (the systems of) emerging databases and repositories,
- represents the data science and analysis aspects in IT developments,
- coordinates data science projects,
- formulates methodological proposals,
- contributing to analyses,
- prepares preparatory material, proposes conceptual frameworks for decision-makers.

b) The Performance Management Division

- defines individual and organisational performance dimensions related to teaching, research and administrative activities, and formulates the data requirements for their measurement and monitoring,
- organises and conducts the performance measurement processes of the university-wide lecturer-researcher-teacher performance evaluation system (in Hungarian: PTE OKT TÉR), provides feedback on them and prepares analyses and reports for decision-makers at the level of organisational units as required,
- synchronises the activities of the actors and systems actively involved in the performance management process,
- continuously develops the technical content and the IT dimension of performance management processes.

(3) The decision preparation and process support needs of the university management shall be communicated to the Centre by the vice rector for management designated by the rector. The Centre or its relevant division shall act in cooperation and communication with other departments (fellow faculties, central organisational units) with the ad hoc approval of the vice rector for management and within the framework of the regular procedures approved by him/her.

(4) The resource requirements of the Centre shall be financed partly by the Faculty of Business and Economics and partly by the organisational unit planning to implement the professional project, during which it must be ensured that this creates an overall positive balance for the Faculty.

(5) The human resources needs of the Centre will be covered partly by the Faculty of Business and Economics and partly by the existing staff base of the relevant university-level organisational units involved and, in the case of skills gaps, by the temporary status(es). The Centre will be financed by the financial resources allocated to it in the Faculty's current unit-level business plan (UBP).

(6) The Head of the Centre is appointed by the Dean, who, at least once a year, in consultation with the heads of divisions, shall consult the dean's management on the objectives, the operational framework, the staff involved in the projects and the way in which they will contribute.

CHAPTER 6

³² Adopted by the amendment accepted by the Senate on 14 December 2023. The amendments shall enter into force on 14 December 2023

ADMINISTRATIVE ORGANISATIONAL UNITS OPERATING AT THE FACULTY, POSITIONS AND FUNCTIONS

Director of faculty and functional directors³³

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

(2)^{34 35} The dean appoints further directors from the faculty, responsible for horizontal faculty tasks for a period not longer than the duration of the dean's mandate (director of marketing, director of research, director of innovation and external relations). The horizontal director positions are not executive positions.

Other institutional management functions

§ 30^{36 37} (1) The Faculty possesses a quality management policy in the field of education and research, revised annually. The operation of the system is the responsibility of the dean who appoints a quality assurance manager 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 international programmes of the Faculty are done by programme directors assigned by the dean.

(4) The coordination and contact tasks related to the international accreditation of the Faculty are the responsibility of a responsible international accreditation manager, 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 advisor for international accreditations.

(5) The preparation of non-degree professional programmes in Hungarian (primarily postgraduate specialisation programmes) and the administrative tasks related to registration shall be carried out by the responsible vocational accreditation manager.

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

The functional organisational units of the Faculty

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

³³ The amendments were adopted by the Senate by electronic decision-making procedure on 30 September 2020. The amendments shall enter into force on 1 October 2020

³⁴ The amendments were adopted by the Senate by electronic decision-making procedure on 23 June 2022. The amendments shall enter into force on 1 July 2022

³⁵ The amendments were adopted by the Senate by electronic decision-making procedure on 28 March 2024. The amendments shall enter into force on 8 April 2024

³⁶ The amendments were adopted by the Senate by electronic decision-making procedure on 30 September 2020. The amendments shall enter into force on 1 October 2020

³⁷ The amendments were adopted by the Senate by electronic decision-making procedure on 23 June 2022. The amendments shall enter into force on 1 July 2022

³⁸ The amendments were adopted by the Senate by electronic decision-making procedure on 30 September 2020. The amendments shall enter into force on 1 October 2020

(2)³⁹ The Dean's Office

- a) does a sovereign management of administrative issues within the university,
- b) assists 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 heads of departments,
- g) assists the activities of the departments, by providing administrative support to them,
- h) cooperates with the Human Policy Department in relation to paid holidays and other HR related issues,
- i) coordinates intra- and extra-faculty mailing.

(3)^{40 41} 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)
- e) keeps in touch with the Rector's Cabinet and the International Centre,
- f) implements international marketing activity,
- g) supports the international student recruitment activity of the Faculty,
- h) participates in the preparation of international accreditations.

(4)⁴²

(5)⁴³ The Study Department

- a) implements educational and student administration of the Faculty,
- b) manages the electronic learning administration system,
- c) keeps in continuous touch with the Directorate of Education and the International Centre of the University,
- d) organises student admission to the Faculty,
- e) prepares and maintains the actual schedules, room scheduling, student information forums,
- f) manages admission procedures done at the Faculty for the Hungarian and English languages programmes,
- g) keeps in continuous touch with the competent members of the Student Union,
- h) manages the administration of student internships and manages processes concerning theses,
- i) expresses its opinion on, and prepares Faculty and University regulations,
- j) expresses its preliminary opinion on applications of students,
- k) does the necessary preparations for the examination period,
- l) coordinates faculty members, staff and student mobility programmes,
- m) organises educational services for students,
- n) participates in the operation of the visiting faculty programme,
- o) participates in the management and development of institutional relationships.

(6)⁴⁴

³⁹ The amendments were adopted by the Senate by electronic decision-making procedure on 23 June 2022. The amendments shall enter into force on 1 July 2022

⁴⁰ The amendments were adopted by the Senate by electronic decision-making procedure on 23 June 2022. The amendments shall enter into force on 1 July 2022

⁴¹ The amendments were adopted by the Senate by electronic decision-making procedure on 28 March 2024. The amendments shall enter into force on 8 April 2024

⁴² Repealed by the Senate by electronic decision-making procedure on 28 March 2024. The amendments shall enter into force on 8 April 2024

⁴³ The amendments were adopted by the Senate by electronic decision-making procedure on 28 March 2024. The amendments shall enter into force on 8 April 2024

⁴⁴ Repealed by the Senate by electronic decision-making procedure on 23 June 2022. The amendments shall enter into force on 1 July 2022

(7)⁴⁵

(8)⁴⁶ The Competence and Career Centre of the UPFBE (in short: CareerSpot)

- a) strives to integrate Faculty solutions in the field of student career development, to measure and develop competences, providing mentoring, coaching and training services, organising workshops in Hungarian and English language for the acquisition of “soft” and “hard” skills, contributing to the students’ awareness, success and subjective well-being on the labour market, and developing new services for the professional and personal development of the Faculty’s students,
- 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.

(9) The responsibilities of the executives of the functional units specified in paragraphs (2)-(8) are defined by the dean in their job description.

(10)⁴⁷ 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 7 THE STUDENT UNION

§ 32 The Faculty student union, as part of the University Student Union, 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 courses 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,

⁴⁵ Repealed by the Senate by electronic decision-making procedure on 23 June 2022. The amendments shall enter into force on 1 July 2022

⁴⁶ The amendments were adopted by the Senate on 14 December 2023. The amendments shall enter into force on 14 December 2023

⁴⁷ The amendments were adopted by the Senate by electronic decision-making procedure on 23 June 2022. The amendments shall enter into force on 1 July 2022

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 faculty member's 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 8 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, and by the Senate of the University of Pécs on its session held on 21 June 2018.

(2) With the adoption of the regulation, the Organisational and Operational Regulations of the Faculty of Business and Economics adopted on 14 December 2017 will be repealed.

Dr. József Bódis, signed
rector

Clause:

These Regulations were adopted by the Senate at its meeting of 21 June 2018 by its resolution 81/2018 (of 21 June). These Regulations shall enter into force on 1 July 2018.

The amendment to these Regulations was adopted by the Senate at its meeting of 27 June 2019 by its resolution 113/2019 (of 27 June). The amendments shall enter into force on 1 July 2019.

The amendments to these Regulations were adopted by the Senate by electronic decision-making procedure by its resolution 162/2020 (of 30 September). The amendments shall enter into force on 1 October 2020.

The amendments to these Regulations were adopted by the Senate by electronic decision-making procedure by its resolution 103/2022 (of 23 June). The amendments shall enter into force on 1 July 2022.

The amendments to these Regulations were adopted by the Senate by its resolution 205/2023 (14 December). The amendment shall enter into force on the date of its adoption by the Senate.

The amendments to these Regulations were adopted by the Senate by electronic decision procedure by its Resolution 61/2024 (of 28 March). The amendments shall enter into force on 8 April 2024.

Dr. Attila Miseta, signed
rector

István Decsi, signed
chancellor

Appendix 1 to the OOR of UPFBE^{48 49}

Compositions of the standing committees of the Faculty Council

1. Habilitation and Habitus Examining Committee of the Faculty (HHECF)

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

2. Study Committee of the Faculty (SCF)

- chair (vice dean for educational affairs)
- 3 representatives of the faculty
- 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 (CTACF)

- chair
- 1 representative of the faculty
- 1 representative of the students (at least ¼ representation)
- leader of the Study Department with right of discussion

4. Disciplinary and Ethical Committee of the Faculty (DECF)

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

5. Science Organisation and Library Affairs Committee of the Faculty (SOLACF)

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

6. Admission Committee of the Faculty (ACF)

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

7. Application and Scholarship Committee of the Faculty (ASCF)

- chair (vice dean for educational affairs)
- 3 representatives of the faculty
- representative of the Doctoral Student Union
- leader of the Study Department
- 3 representatives of the students (at least 1/3 representation)

8. ⁵⁰Internationalisation Committee of the Faculty (ICF)

- chair (dean's advisor for international accreditations)
- directors of the international programmes
- international accreditation manager

⁴⁸ The amendments were adopted by the Senate by electronic decision-making procedure on 30 September 2020. The amendments shall enter into force on 1 October 2020

⁴⁹ The amendments were adopted by the Senate by electronic decision-making procedure on 23 June 2022. The amendments shall enter into force on 1 July 2022

⁵⁰ The amendments were adopted by the Senate by electronic decision-making procedure on 28 March 2024. The amendments shall enter into force on 8 April 2024

- representative of the Doctoral Student Union
- 1 representative of the students
- secretary
- permanent invitees (vice dean for educational affairs, functional directors)

9. Quality Management and Student Feedback Committee of the Faculty (QMSFCF)

- chair (quality assurance manager)
- representative of the faculty delegated by the Habilitation and Habitus Examining Committee
- 3 representatives of the faculty
- 5 representatives of the students
- representative of the Doctoral Student Union

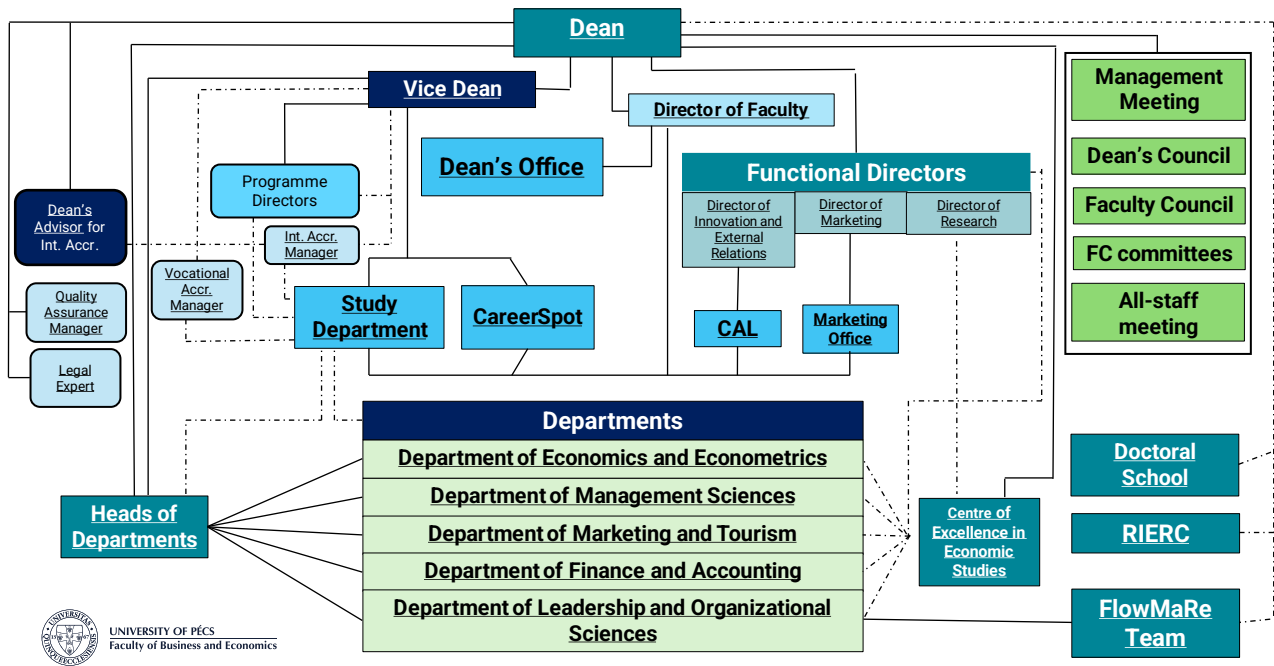
Appendix 2 to the OOR of UPFBE
Department structure of the UPFBE⁵¹

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

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

⁵¹ *The amendments were adopted by the Senate by electronic decision-making procedure on 23 June 2022. The amendments shall enter into force on 1 July 2022*

Appendix 3 to the OOR of UPFBE
Organisational chart of the UPFBE⁵²



⁵² The amendments were adopted by the Senate by electronic decision-making procedure on 28 March 2024. The amendments shall enter into force on 8 April 2024