

**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 2018*

## 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 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 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 award of doctoral title. The conditions and procedure of the acquisition of doctoral (PhD) degree are specified by the Doctoral Regulation of the University and the Faculty.

**§ 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/emerita – 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 19 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 deans (2),

- the directors of the departments (5),

- the chair of the student union.

ab) by election

- one lecturer from each department (a total of five),

- 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 leaders of the accredited Doctoral Schools,

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

bd) the lecturer 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.

(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 department, head of research group 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 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) recall 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**

**§ 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 four times in a semester. 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 8 members; members are the dean, vice deans and directors of the departments.

### **The 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) recall,
- d) the termination or transformation of the faculty,
- e) the termination of the public official 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 deans, and the leaders of the organisational units of the faculty.

(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 deans**

**§ 20 (1)** The dean is supported in the implementation of his/her responsibilities by two vice deans: a vice dean general and a vice dean for academic and financial affairs. The vice deans 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 names of the vice deans. 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 deans 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 a department, a research group, a research team and a research 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. research group 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 units of training and research (in brief: professional activity) at the Faculty are the **departments**.

(2) Sovereignty of the departments 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 departments, research groups and research teams can operate. The departments are responsible for the personnel tasks and for the other functions coordinating, assisting and supplementing teaching and research of their own, the research groups 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 director of the 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 institutional structure of the Faculty is included in Appendix 2 to this regulation.

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

(2) Mandate for a director of a department 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 a vice dean, 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 department, who express their opinion by a secret ballot.

(5) The ranking of the applications for the position of the director of the department 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 department is done by the dean.

**§ 24** (1) Tasks of a director of the 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 development policy,
- f) making recommendations for the establishment, elimination, integration and transformation of research groups belonging to his/her organisation,
- g) management of the finances for staff and overhead costs allocated by the dean to the institution, especially making recommendations for the following:
  - ga) classes to be held by the colleagues and the related regular and occasional 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,
- h) negotiation with the faculty management about the department's staff contributing to institutional management tasks and participating in revenue-generating projects.

(2) The director of the department is assisted in the implementation of his/her responsibilities by the Dean's Office. The director of the 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 department lecturers**

**§ 25** (1) The work of the director of the department is assisted by the meeting of the department lecturers, by their recommendations and the expression of their opinion. All lecturers are members of the meeting of the department lecturers, including also professors Emeritus, part-time public employees, and also persons responsible for teaching activity in the department in non public official status, and full-time PhD students carrying out teaching activity. At the meetings of the department lecturers, voting rights are held by full- and part-time lecturers and researchers of the department.

(2) The director of the department must convene the meeting of the lecturers as necessary, but at least twice every semester, and report on department, research group and faculty tasks completed and to be done.

### **Research groups**

**§ 26** (1) The research group 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 research group can be established if

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

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

(5) The work of the head of research group is assisted by the meeting of the research group lecturers, by their recommendations and the expression of their opinion. The head of research group convenes the meeting of the research group lecturers as necessary.

### **Research centres**

**§ 27** (1) The Faculty can create research centre(s) for the promotion of domestic and international researches, the assistance of the academic career of the lecturers, the writing of high quality publications, and the organisation of conferences.

(2) The tasks of the research centre(s) are the concentration of the academic potential available at the Faculty, and the coordination of the necessary knowledge transfer.

(3) The staff of the research centre can be made by the lecturers of one or several department(s).

- (4) A research centre can be established if
- a) its members carry out academic research in some discipline,
  - b) it has at least four full-time colleagues, of whom at least two are holders of academic qualification.

(5) The mandate of the head of the research centre can be won by application. The mandate is for maximum 5 years.

- (6) The head of the research centre
- a) represents the research centre,
  - b) organises the research activity of the research centre,
  - c) supervises and controls the work of the lecturers subordinate to him/her,
  - d) annually reports to the dean on the activity completed and planned to be done by the research centre.

(7) The personnel of the research centre is determined by the head of the research centre, taking into consideration that the minimum requirement specified in (b) of Par. (4) must be met all the time.

## **CHAPTER V**

### **OTHER ORGANISATIONAL UNITS OPERATING AT THE FACULTY**

**§ 28** (1) In accordance with the development principles, organisational unit(s) responsible for horizontal functions, not qualified as sovereign organisational unit(s), can be established at the Faculty.

(2) The head of the non-sovereign organisational unit is assigned by the dean for a period maximum as long as the dean's mandate.

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

(4) The following non-sovereign organisational unit operates at the Faculty as an umbrella organisation:

#### **Centre of Excellence of Economic Studies (CEES)**

The CEES is the unit to receive all economic sciences research projects realised from competitive resources, especially:

- the operation of the Centre of Excellence and Talent Centre of the UP,

- sectoral programme of the Higher Education Institutional Excellence Programme,
- research tenders of the NKFIH (Nemzeti Kutatási, Fejlesztési és Innovációs Hivatal, National Research, Development and Innovation Office)
- research projects implemented from European Union resources (ERC, H2020, EFOP, Erasmus+ etc.)

Research positions established in connection with the research projects of economic sciences are to be created in the CEES. The work of the researches employed here is controlled by the professional leaders of the projects, whereas employer rights (in competencies delegated by the Rector) are practiced by the Dean. In the framework of the operation of the CEES, platforms, research and working groups and research support functions can be organised in the competency of the Dean. As regards the sub-units defined here, the operational principles can also be regulated by the Dean's instructions.

## **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 (marketing director, research director, and innovation 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.

(5) The institutional management functions specified in Par. (1)-(4) 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 department, team or position.

(2) The main responsibilities of the Dean's Office are as follows:

- a) sovereign management of administrative issues within the university,
- b) assistance of the activity of the current dean's management,

- c) preparation of the documents of the Faculty Council in the appropriate format and dissemination of them in the faculty,
- d) writing minutes and notes of the discussions,
- e) organisation and management of the tasks related to the faculty archives,
- f) support of the administrative (institutional management) tasks of the directors of the departments.

(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) develops alumni services and community,
- e) keeps in touch with the Marketing Department of the Rector's Office,
- f) 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 Central Educational Secretariat

- a) assists the work of the departments, gives them administrative support,
- b) is responsible for the administrative tasks of the Doctoral Schools,
- c) cooperates with the Dean's Secretariat and the Directorate of Human Resources Policy in holiday arrangements and in other HR affairs,
- d) coordinates internal and external postal traffic.

(7) The Pécsiközgáz Further Training centre

- a) enlarges the training portfolio of the Faculty by vocational and other registered trainings,
- b) strengthens the relationship system of the faculty by high level tailor-made courses and trainings adjusted to the needs of business companies.

(8) 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.

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

(10) The dean or the vice deans convene(s), 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 21 June 2018.

(2) By the approval of the regulation, the Organisational and Operational Regulation of the Faculty of Business and Economics, approved on 14 December 2014, expires.

Dr. Bódis, József  
rector

**Clause:**

This regulation was approved by the Senate on its session held on 21 June 2018, with its decision 81/2018. (21 June). The regulation enters into force on 1 July 2018.



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

### **Composition of the Doctoral and Habilitation Council of the FBE, UP and of the standing committees of the Faculty Council as of 1 July 2018**

- 1. Composition of the Doctoral and Habilitation Council (DHC)**
  - chair
  - co-chair (the dean)
  - full-time university professors of the Faculty
  - two representatives of habilitated associate professors
  - exclusively in doctoral issues, 1 person delegated by the Convention of the Union of Doctoral Students, with right of discussion
  - 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 and budgetary 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 (vice dean for general 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 invitee (the research director)

**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 departments 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)

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

### KTK szervezeti felépítés 2018

