



**Dean's Order No. 7/2022 (October 24) on the measures introduced by the Faculty of Pharmacy regarding work organisation and reduction of utility costs**

**Preamble**

To correspond to the provisions of the *Joint Order No. 1/2022 of the Rector-Chancellor-President of the Clinical Centre on the suspension from work at the end of the year and the related employer's measures* and the *Order No. 2/2022 of the Rector-Chancellor-President of the Clinical Centre on the measures of the University of Pécs regarding the reduction of utility costs*, the Faculty of Pharmacy (hereinafter Faculty) regulates its measures in this Dean's Order based on the Rector's permission issued on October 14, 2022.

**Scope of the Order**

**Article 1.** (1) The territorial scope of this Order shall cover the entire territory of the Faculty.

(2) The personal scope of the Order shall extend to all employees and students of the Faculty and persons having other legal status with the Faculty.

**Savings measures and rules within the scope of operations**

**Article 2.** (1) Within the framework of its cost saving measures the Faculty intends to apply energy-efficient solutions primarily in the facility management for the sake of being able to ensure the continuation of its duties specified in the Rules for Organisation and Operation.

(2) The University ensures the following minimum temperatures in its properties:

- a) 20 °C in the lecture/seminar rooms and offices,
- b) 18 °C in the social spaces and hallways.

(3) The buildings of the Faculty will be open from 7:00 until 18:00. Attending the buildings between 18:00 and 7:00 shall be possible only in reasonable cases, with the Dean's permission, for work purposes.

(4) The buildings of the Faculty will be closed between December 27, 2022 and January 8, 2023, except December 28, 2022 and January 4, 2023 when the Faculty provides possibility to conduct exams at its premises and the employees of the Faculty can carry out their further duties (eg.: checking laboratories, refrigerators, post).

(5) Use of additional heating devices (eg.: electric heater) in the buildings of the Faculty is forbidden.

(6) Use of inverter air conditioners capable of heating is forbidden except in rooms in which the cooling function of the air conditioner is justified due to technological reasons.



(7) Employees are obliged to fully shut down every information technology device and light source when finishing work. Derogation from this provision is possible only if the operation of the given device is justified for carrying out tasks as part of the Faculty's core activities or due to technical reasons.

(8) The Faculty calls the attention of the heads of the organisational units to take action to introduce further energy-efficient measures based on specific aspects.

(9) Every person under the scope of this Order is obliged to use the properties of the Faculty with due care and as far as possible endeavour to ensure energy and cost-efficient usage.

### **Measures regarding work**

**Article 3.** In the period between December 27, 2022 and January 8, 2023 the Faculty – through the heads of the organisational units – organises work only for ensuring to carry out its core activities and especially conduct the exam period as part of the educational activities.

### **Measures and rules within the scope of educational management**

**Article 4.** (1) The Faculty organises the schedule of the fall semester of the academic year 2022/2023 according to the following:

- a) The last day of the instruction period will be December 9, 2022.
- b) The exam period will be held between December 12, 2022 and January 20, 2023.

(2) The buildings of the Faculty shall be used in an energy-efficient way as far as possible when arranging the exams.

(3) In the period between December 27, 2022 – January 6, 2023 exams at the premises of the Faculty can be arranged only on one day of the week (December 28, 2022 and January 4, 2023). On other days of this period exams can be arranged only in the buildings of the Medical School – in compliance with the Medical School's order of booking rooms – if there is free room at the requested time.

### **Closing and enacting provisions**

**Article 5.** This Order enters into force on October 24, 2022.

Pécs, October 24, 2022

Dr. Lajos Botz  
Dean