



UNIVERSITY OF PANNONIA

**UNIVERSITY OF PANNONIA
ORGANISATIONAL AND OPERATIONAL
RULES OF PROCEDURE OF THE
INSTITUTE FOR ADULT EDUCATION**

Adopted by the Senate on: **9th December 2021**

Resolution number: **Senate Resolution 209/2021. (XII. 9.)**

Effective date: **1st January 2022**

Person responsible for the maintenance of this regulation: Director of the Institute for Adult Education

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The Organisational and Operational Rules of Procedure of the Institute for Adult Education (IAE) (hereinafter referred to as: “IAE-OORP”) issued by the University of Pannonia (hereinafter referred to as: “University”) on the basis of the University’s Organisational and Operational Rules (hereinafter referred to as: “OOR”), Part I Organisational and Operational Rules of Procedure (hereinafter referred to as: “OORP”) approved by the Senate of the University of Pannonia and adopted by the Foundation for the University of Pannonia acting as the operator exercising founders’ and ownership rights (hereinafter referred to as: “Operator”) and on the basis of the resolution by the Board of Trustees on the rules of procedure for adopting the regulations of the University of Pannonia by the Board of Trustees are as follows:

1. The IAE was established on the basis of ET Decision no. 93/2005-2006 (XII.1.) ET, with the transformation of the Institute for Counselling, Training and Distance Learning, as its full legal successor.

I. General Provisions

1. § Aim of this regulation

1. Subject to the provisions of the OORP as well as the organisational and operational rules of procedure of the relevant faculties, the IAE-OORP contains and defines the tasks of the IAE, the responsibilities and sphere of competence of the Director of the IAE and the rules of cooperation with the faculties and other organisational units of the university.
2. The IAE-OORP shall be adopted by the Senate.

2. § Name and details of the Institute

1. Name of the Institute: Pannon Egyetem Felnőttképzési Intézet
Name of the Institute in English: Institute for Adult Education, University of Pannonia
2. Identification data of the Institute:
 - a. abbreviated name: PE-IAE
 - b. (registered) address: 8200 Veszprém, Egyetem street 10.
 - c. postal address: 8200 Veszprém, Egyetem street 10.
 - d. e-mail address: felnottkepzes@uni-pannon.hu
3. In accordance with the Chancellor’s Directive on the rules of stamp use, the Director shall be authorised to use the round stamp with the coat of arms of Hungary on it on his or her official documents.

4. The Director's round seal:
in the middle: coat of arms of Hungary,
upper outer circle: "Pannon Egyetem" (University of Pannonia)
upper inner circle: "Felnőttképzési Intézet" (Institute for Adult Education)
lower outer circle: "Veszprém"
lower inner circle: "Igazgató" (Director)
5. Legal status of the Institute for Adult Education, its place within the organisation of the University: The IAE is a comprehensive, non-faculty organisational unit with budgetary responsibilities and decentralised management established for carrying out basic university functions and special duties.
6. The IAE shall be represented by the Director appointed by the Rector.
7. The professional supervision of the IAE shall be exercised by the Rector of the University.
8. Adult education in the IAE may be carried out only in relation to a faculty or comprehensive organisational unit.

II. Responsibilities, Activities, Organisation and Contacts of the Institute for Adult Education

3. § Responsibilities of the Institute for Adult Education

1. The IAE provides complex adult learning services for university students, employees and market players.
2. The IAE is responsible for the organisation and coordination of adult education and vocational training, with the various faculties or comprehensive organisational units providing for professional supervision, and also for carrying out the administrative tasks required by the relevant laws.
3. The IAE performs all the tasks related to adult education that are mandatory for the University under the Adult Education Act and the National Higher Education Act in force or that fall within the University's responsibilities by the decision of the Senate.
4. The IAE is responsible for providing statistical data on adult education activities.
5. The IAE is responsible for submitting the necessary reports and obtaining the licences necessary for adult education activities.

4. § Activities of the Institute for Adult Education

1. a) Professional and vocational education – as defined in Act LXXX of 2019 on Vocational Education – that may be conducted by adult education institutes pursuant to Act LXXVII of 2013 on Adult Education (hereinafter referred to as: AEAct);
b) Organised adult education and training activities – as defined by the laws on adult education – aimed at organised and targeted competence development and improvement (AEAct 1.§ a)) for people having no student status.
2. Cooperation with other organisational units in the field of distance learning and e-learning.
3. Organisation of examinations related to accredited adult education courses, issuing certificates.
4. Professional consultation on adult education.
5. Data provision, registration, licensing and other tasks related to adult education.
6. Participation in funding projects in the field of adult education, linked to faculties and comprehensive organisational units.
7. Providing professional support for adult education related to scientific and research activities.

5. § Relations with the University's management bodies, other organisational units and external organisations

1. The Director shall be responsible for liaising with the University's management bodies and the heads of the various comprehensive organisational units and organisational units.
2. The IAE shall carry out its activities in cooperation with the faculties, the comprehensive organisational units, other University organisational units or external organisations and experts.
3. Any training within the scope of adult education may be initiated by a faculty or a comprehensive organisational unit. The dean of the faculty or the head of the comprehensive organisational unit concerned shall consult the Director of the IAE in advance and on an ongoing basis on all the details of any training within the scope of adult education. In the case of accredited training courses that may be conducted pursuant to Article 4. 1. (a), the IAE shall provide support in the development of the programme requirements and the training programme, and in obtaining the necessary professional certification, and shall provide the necessary data.
4. The faculty or organisational unit that initiates the training shall decide on when to start the training and assign a training coordinator who liaises with the trainees and the IAE to ensure

the proper and lawful conduct and administration of the training. The IAE shall prepare and make available the documents required for administration in accordance with the quality management system for adult education.

The faculty or comprehensive organisational unit initiating the training or, in the case of trainings to be implemented within the framework of a project, the Directorate for Development and Projects involved in the implementation of the training, shall provide the IAE with all the information in connection with any adult education activity covered by the laws on adult education that is necessary for the provision of adult education data by the 3rd working day before the start of the training, in order to enable the IAE to comply with the university's obligation to report adult education data (for statistical purposes) in accordance with the relevant legislation.

5. The IAE shall carry out its activities in direct working relationship with the University's organisational units, subject to the approval of the head of the comprehensive organisational unit.

III. Management of the Institute for Adult Education

6. § The Director

1. The appointment and dismissal of the Director of the IAE shall be the competence of the Rector of the University in accordance with the regulations in force.
2. The Director shall be the head and representative of the IAE responsible for its professional activities.
3. The Director represents the IAE before the various university and faculty bodies and executives and, upon authorisation, during the audits conducted by the Government Office.

7. § Powers and duties of the Director

1. The Director is responsible for the management of the adult education, research and other activities of the IAE, as delegated by the Rector and the Chancellor via their directives.
2. Duties of the Director:
 - a) representing the IAE, managing and organising its activities
 - b) exercising the powers conferred on him or her by the Rector
 - c) informing the Rector on a regular basis
 - d) holding a meeting for IAE staff at least twice a year
 - e) ensuring that Directors' Meeting is convened as necessary

- f) expressing opinions and making proposals for the initiation of decision-making on IAE matters beyond his or her scope of authority
- g) exercising the right to make commitments and issue documents in matters relating to the IAE, in accordance with the relevant university regulations
- h) exercising the right to give instructions in respect of the staff of IAE
- i) managing and supervising the day-to-day work of the staff of the IAE, organising work assignments, assigning substitutes
- j) within the organisation of the IAE, complying with and ensuring compliance with the provisions relating to health and safety at work, fire prevention and property protection
- k) within the organisation of the IAE, providing for accident prevention and health protection measures
- l) being responsible for the protection of assets under the management of the IAE and for the proper use of assets
- m) supervising the procurement and inventory of the IAE
- n) organising and managing the IAE's quality management activities
- o) preparing the IAE's annual adult education report and adult education plan
- p) carrying out improvement, management and administration tasks related to adult education
- q) ensuring the provision of statistical data on adult education in the Adult Education Data Reporting System (AEDRS)
- r) acting as a first instance decision-maker in employment, benefits and contracting matters on the basis of the relevant law and university policies
- s) facilitating the development of the up-to-date knowledge and professional skills of the staff of the IAE
- t) responsible financial management of the IAE, compliance with and ensuring adherence to the approved budget appropriations
- u) ensuring the proper performance of the financial management tasks of the IAE, enforcing the requirements of economy and reconciling economic opportunities and obligations
- v) coordinating the administrative tasks of the IAE
- w) in the event of his or her absence, ensuring that a replacement is appointed.

IV. Financial Management, Stamp Use, Quality Management

8. § Financial management

1. The University shall ensure the conditions necessary for the operation of the IAE within the limits of its institutional budget available for the performance of its core activities.
2. The financial management of the IAE shall be governed by the provisions of the University's "Policy on Financial Management". Its budget limits are defined by the institutional budget and used in accordance with the provisions of the "Policy on the Powers and Responsibilities Relating to Financial Management"
3. The use and disposal of the assets listed in the IAE's inventory are governed by the currently valid provisions of the "Asset Management Policy", while the scrapping and inventory of unnecessary, obsolete or physically damaged assets are carried out in accordance with the Policy on Inventory and Stocktaking and the "Scrapping Policy".

9. § Rules for the use of stamps

1. Circular stamps used to stamp documents and records shall be subject to strict accountability. Stamps may be handled only by persons authorised in writing by the Director in accordance with the instructions issued by the Chancellor on the use of stamps.

10. § Quality management

1. The IAE operates a quality management system, the first identifier of which is EDUCERT MIR ONLINE PRO: 129. The online service ensures continuous compliance with the applicable legislation as well as the use of a quality management system and documentation in conformance with the relevant laws. This IAE-OORP has been prepared in compliance with the relevant legislation and the requirements of the quality management system.

V. Implementing and Final Provisions

1. This IAE-OORP has been adopted by the Senate through its Resolution 209/2021 (XII. 9.).
2. The provisions of this IAE-OORP shall apply to adult education activities conducted on the basis of Act LXXVII of 2013 on Adult Education and Act LXXX of 2019 on Vocational Education and Training.
3. This IAE-OORP shall enter into force on 1st January 2022. At the same time, the IAE-OORP adopted by Senate Resolution 170/2020 (X. 29.) shall expire.

Place and date: Veszprém, 9th December 2021

Dr. András Gelencsér

Rector

Zsolt Csillag

Chancellor