Pannon Egyetem
University of Pannonia

UNIVERSITY OF PANNONIA

ORGANISATIONAL AND OPERATIONAL RULES OF PROCEDURE OF THE LIFELONG LEARNING CENTRE (ADULT EDUCATION INSTITUTE)

Adopted by the senate on: **30th October 2025**

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Effective date: **1st December 2025**

Responsible for maintaining the Regulation: **Director of the Lifelong Learning Centre (Adult Education Institute)**

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*If the entry into force of the regulation is subject to adoption by the Board of Trustees.

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*The Organisational and Operational Rules of Procedure of the Lifelong Learning Centre (**LLC**) (hereinafter referred to as: "**LLC-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:*

I. General Provisions

1. § Introduction, purpose, and scope of the regulations

1. The LLC was established on the basis of ET Decision no. 93/2005-2006 (XII.1.) ET, through the transformation of the Advisory, Training and Distance Learning Institute, as its full legal successor.
2. In accordance with the provisions of the OORP as well as the organisational and operational rules of procedure of the relevant faculties, the LLC-OORP sets out and defines the tasks of the LLC, the responsibilities and sphere of competence of the Director of the LLC, as well as the rules of cooperation with the faculties and other comprehensive and individual organisational units of the university.
3. The personal scope of this LLC-OORP extends to all University employees who directly participate in fulfilling the tasks of the LLC.
4. The LLC-OORP is adopted by the Senate.

2. § Name and details of the Institute

1. Hungarian name of the Institute: Pannon Egyetem Felnőttképzési Intézet
   In English: Lifelong Learning Centre, University of Pannonia
2. Identification data of the Institute:
   a. Abbreviated name: PE-FI, in English: UP-LLC
   b. Address (registered seat): 8200 Veszprém, Egyetem u. 10.
   c. Mailing address: 8200 Veszprém, Egyetem u. 10.
   d. E-mail address: felnottkepzes@uni-pannon.hu
3. The Director is entitled to use the circular stamp bearing the coat of arms of Hungary on official documents in accordance with the Chancellor's directive on the rules for the use of stamps.
4. The Director's circular stamp:
   a. coat of arms of Hungary in the centre,

b. upper outer ring: “Pannon Egyetem” (University of Pannonia)
c. upper inner ring: “Felnőttképzési Intézet” (Lifelong Learning Centre)
d. lower outer ring: “Veszprém”
e. lower inner ring: “Igazgató” (Director)

5. Legal status and place of the Lifelong Learning Centre within the organisation of the University: the LLC is a comprehensive organisational unit operating outside the faculty structure, performing core University activities, entrusted with financial responsibility, carrying out special tasks, and managing decentralised financial frameworks.
6. The LLC is led and represented, within the defined scope of authority, by the Director appointed by the Rector with the consent of the Chancellor.
7. Professional supervision over the LLC is exercised by the Rector.
8. Adult education activities within the LLC may only be conducted in connection with a faculty or another comprehensive organisational unit.

II. Tasks, Activity Areas, Organisation, and Relations of the Lifelong Learning Centre

3. § Tasks of the Lifelong Learning Centre

1. The LLC provides comprehensive adult education services for university students, employees, and market actors.
2. The LLC organises and coordinates adult and vocational training activities professionally supervised by faculties or comprehensive organisational units, and performs their administrative duties as required by applicable legislation.
3. The LLC performs all adult-education-related tasks at the University arising from the applicable adult education and higher education legislation or assigned by Senate decision.
4. The LLC is responsible for fulfilling statistical data reporting obligations related to adult education.
5. The LLC submits the necessary notifications/ reports and obtains the required permits related to adult education activities.

4. § Activity areas of the Lifelong Learning Centre

1. a) Professional and vocational training activities – 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 (“Fktv.”);

b) Adult education activities defined in adult education legislation – aimed at developing or establishing competencies through organised learning – conducted outside a student legal relationship (Fktv. §1 (1) a)).

2. Cooperation with other organisational units in the field of adult education, micro-credential programmes, and other short-cycle trainings.
3. Organisation of examinations and issuance of certificates related to adult education conducted on the basis of notification.
4. Professional consultancy related to adult education.
5. Performance of data reporting, registration, licensing, and other duties related to adult education.
6. Participation in adult-education-related project activities associated with faculties or comprehensive organisational units.
7. Providing professional adult education support for scientific and research activities.
8. Uploading and continuous maintenance of content on University websites related to adult education – particularly felnottkepzes.uni-pannon.hu and shop.uni-pannon.hu – in cooperation with the training-responsible organisational unit.

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

1. Relations with the University's governing bodies, as well as with the leaders of faculties, comprehensive organisational units, and other organisational units, are maintained by the Director.
2. The LLC carries out its activities in cooperation with faculties, comprehensive organisational units, other university organisational units, external organisations, and experts.
3. Any training falling under adult education legislation may be initiated by a faculty or a comprehensive organisational unit. Such training must be fully and continuously coordinated with the Director of the LLC by the dean of the initiating faculty or head of the comprehensive organisational unit. For licence-based training under §4 (1)(a), the LLC provides support in developing programme requirements and training programmes, obtaining expert accreditation, and performing required data reporting.
4. The faculty or comprehensive organisational unit initiating the training decides on launching the training and appoints a coordinator, who maintains contact with participants and the LLC to ensure lawful and proper organisation and administration of the training. Documentation required for administration, in compliance with the adult education quality management system, is prepared and provided by the LLC.

The faculty or comprehensive organisational unit initiating the training – or the Directorate for Development and Projects in the case of project-based training – must provide all necessary data on any training activity covered by adult education legislation to the LLC at least 3 working days before the start of the training in order to enable the LLC to comply with the university's statutory obligations to report adult education data for statistical purposes in accordance with the relevant legislation.

5. The LLC works in direct cooperation with University organisational units following the approval of the head of the relevant faculty or comprehensive organisational unit.

III. Management of the Lifelong Learning Centre

6. § The director

1. The appointment and dismissal of the Director fall within the Rector's authority, in accordance with the regulations in force.
2. The Director is the professional leader and representative responsible for the LLC's professional activities.
3. The Director represents the LLC before university and faculty bodies, leaders, and – based on authorisation – during inspections initiated by the Government Office.

7. § The Director's powers and duties

1. The Director's authority includes directing the adult education, research, and other activities of the LLC under the Rector's delegated powers.
2. The Director's duties:
   a) representing the LLC, directing and organising its activities
   b) exercising powers delegated by the Rector
   c) informing the Rector on a regular basis
   d) making statements and submitting proposals on matters affecting the LLC beyond the Director's authority
   e) exercising the right to make commitments and issue documents in matters relating to the LLC, in accordance with the relevant university regulations
   f) exercising managerial authority over LLC employees
   g) directing and supervising LLC staff, organising tasks and substitutions
   h) ensuring and enforcing occupational safety, fire and property protection rules
   i) ensuring accident and health protection within the LLC
   j) ensuring the protection and proper use of assets under LLC control
   k) supervising LLC asset procurement and inventory
   l) organising and directing LLC quality management activities
   m) preparing the LLC annual adult education report and plan

n) performing adult-education-related administrative and development tasks
o) ensuring completion of adult education statistical reporting in the Adult Education Data Reporting System (FAR)
p) making recommendations in employment, benefits, and assignment matters under legislation and institutional rules, directives
q) facilitating the development of the up-to-date knowledge and professional skills of LLC staff
r) responsible financial management of the LLC, compliance with and ensuring adherence to the approved budget appropriations
s) ensuring the proper performance of the financial management tasks of the LLC, enforcing the requirements of economy and reconciling economic opportunities and obligations
t) coordinating the LLC administrative tasks
u) appointing a deputy in case of absence
v) preparing and maintaining LLC regulations in Hungarian and English.

IV. Financial Management, Use of Stamps, Quality Management

8. § Financial management

1. The University provides the operational conditions of the LLC within the institutional budget allocated for activities belonging to the University's core functions.
2. The LLC's financial management is governed by the University's Policy on Financial Management. Budgetary allocations are determined in the institutional budget and must be used in accordance with the "Regulation of Powers and Competence Relating to Financial Management."
3. The use and disposal of the assets listed in the LLC'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 "Inventory Control and Inventory Preparation Policy of the University of Pannonia".

9. § Rules for the use of stamps

1. Circular stamps used for stamping documents are subject to strict accounting. They may be handled only by persons authorised in writing by the Director, in accordance with the Chancellor's directive on stamp use.

10. § Quality management

1. The LLC operates a Quality Management System, its initial identifier: EDUCERT MIR ONLINE PRO: 609. The online service ensures continuous legal compliance and the use of documentation conforming to legislation. This LLC-OORP was prepared in accordance with relevant legislation and the requirements of the quality management system.

V. Entry-into-force and Final Provisions

1. The University publishes this LLC-OORP on its website (www.uni-pannon.hu)
2. The Senate adopted this LLC-OORP by Resolution 165/2025. (X.30.).
3. This LLC-OORP enters into force on 1 December 2025.
4. Upon its entry into force, this LLC-OORP repeals the LLC-OORP adopted by Senate Resolution 209/2021. (XII.09.).

Veszprém, 30th October 2025

Dr. János Abonyi	*Zsolt Csillag*
Rector	Chancellor