Pannon Egyetem

University of Pannonia

UNIVERSITY OF PANNONIA

ORGANISATIONAL AND OPERATIONAL RULES OF PROCEDURE OF THE CENTRE FOR DUAL TRAINING

Adopted by the Senate on: 27th November 2025
Senate Resolution number: 196/2025. (XI.27.)
Effective date: 1st January 2026
Person responsible for the maintenance of this regulation: Director of the Centre for Dual Training
Version number: 00

version number	date of publication	effective date	date of repeal	Senate resolution number, Board of Trustees Resolution number*
00	05.01.2026	01.01.2026	-	Senate Resolution 196/2025. (XI.27.)

* if the entry into force of the rules is subject to adoption by the Board of Trustees

Table of Contents

I. General Provisions 4

1. § Legal background, aim and scope of this regulation 4

2. § Name and details of the Centre 4

3. § A Legal status of the CDT, its place within the University 5

II. A Responsibilities, Organisation and Contacts of the Centre for Dual Training 5

4. § Responsibilities of the Centre for Dual Training 5

5. § Relations with the University's management bodies, the faculties, comprehensive oganisational units, organisational units and the external organisations 6

III. Management of the Centre for Dual Training 6

6. § The Director 6

7. § Powers and duties of the Director 7

IV. Financial Management, Stamp Use 8

8. § Financial management 8

9. § Rules for the use of stamps 8

V. Implementing and Final Provisions 8

The Organisational and Operational Rules of Procedure of the Centre for Dual Training ("**CDT**") (hereinafter referred to as: "**CDT-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. § Legal background, aim and scope of this regulation

1. The University, pursuant to the provisions of Act CCIV of 2011 on National Higher Education (hereinafter referred to as: "NHEA.") and Government Decree No. 230/2012 (VII. 28.) (hereinafter referred to as: "Vocational Training Decree"), hereby adopts the following Regulation.
2. Subject to the provisions of the OORP as well as the organisational and operational rules of procedure of the relevant faculties, the CDT-OORP contains and defines the tasks of the CDT, the responsibilities and sphere of competence of the Director of the CDT and the rules of cooperation with the faculties and other comprehensive organisational units, organisational units of the university.
3. The scope of this CDT-OORP extends to the employees of CDT and to other staff members directly involved in the performance of CDT's tasks.
4. The CDT-OORP shall be adopted by the Senate and approved by the Chief Operating Officer of the Foundation for the University of Pannonia.

2. § Name and details of the Centre

1. Name of the Centre: Pannon Egyetem Duális Képzési Központ
   In English: Centre for Dual Training, University of Pannonia
2. Identification data of the Centre:
   a) abbreviated name: UP-CDT
   b) address: 8200 Veszprém, Egyetem street 10.
   c) postal address: 8200 Veszprém, Egyetem street 10.
   d) e-mail address: dkk@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:
   a) in the middle: coat of arms of Hungary,
   b) upper outer circle: « Pannon Egyetem" (University of Pannonia)
   c) upper inner circle: "Duális Képzési Központ" (Centre for Dual Training),

d) lower outer circle: “Veszprém”,
e) lower inner circle: “Igazgató” (Director).

3. § A Legal status of the CDT, its place within the University

1. The CDT is a comprehensive, non-faculty organisational unit under the direction of the Rector, with service functions, budgetary responsibility and decentralised management.
2. The CDT shall be managed and represented by the Director appointed by the Rector with the consent of the Chancellor. The Director shall qualify as a senior executive employee under the ERS.
3. The professional supervision of the CDT shall be exercised by the Rector of the University.

II. A Responsibilities, Organisation and Contacts of the Centre for Dual Training

4. § Responsibilities of the Centre for Dual Training

1. The CDT is a comprehensive organisational unit of the University with responsibilities for the management, supervision and development of dual training – including employment at internal dual training practice sites – in all the faculties and the university centre of the University.
2. It is also responsible for coordinating and providing administrative support for the system of practical training and internship programme.
3. The role of the CDT in relation to the University’s activities in the field of dual training in higher education, the coordination of practical training and internship programme:
   a) It takes part in the planning, management, supervision and execution of the operational tasks related to the University's dual training programmes.
   b) It provides information and supports the dual training coordinators of the faculties and the university centre in the performance of their tasks related to dual training.
   c) It coordinates the administrative processes of practical trainings required by the curriculum, in cooperation with, and under the professional supervision of, the Faculties and the training sites.
   d) It manages the University's internship programme.
   e) It manages and develops the electronic platform related to its functions.
   f) It liases with the University's partners that provide dual training, practical training and internship programme.
   g) It coordinates the preparation and implementation of contracting and contract amendments. It acquires new partners for dual training, practical training and internship.
   h) It cooperates with the dual training coordinates of other higher education institutions to share best practices.

i) It liaises with the students of the University and supports them in the performance of their dual, practical and internship training tasks.
j) It maintains close contact with the Faculties, the training sites and the Directorate of Academic Affairs in the management of the students' matters relating to dual, practical and internship training.
k) It participates in the planning and implementation of the enrolment campaign.
l) It prepares information materials and provides information at open days and other events organised to promote university enrolment. It operates its own website. (https://dualis.uni-pannon.hu/)
m) It takes part in organising joint events with companies.
n) It develops and maintains the regulations applicable to its field of expertise, in Hungarian and English.
o) It is up-to-date in the application of legislation on dual training, practical training and internship training and its communication to those concerned. It coordinates and cooperates in the development of university and faculty regulations and internal instructions relating to dual training, practical training and internship programme, and participates in their implementation once adopted, as well as in their communication to those concerned.

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

1. The Director is responsible for liaising with the University's management bodies and the heads of the various faculties, comprehensive organisational units and organisational units.
2. The CDT carries out its activities in cooperation with the faculties, the comprehensive organisational units, other University organisational units and external organisations and experts.
3. The CDT carries out its activities in close cooperation with the University’s organisational units, subject to the approval of the heads of such organisational units.

III. Management of the Centre for Dual Training

6. § The Director

1. The appointment and dismissal of the Director of the CDT shall be the responsibility of the Rector of the University in accordance with the regulations in force.
2. The Director shall be the head and representative of the CDT responsible for its professional activities.

3. The Director represents the CDT before the bodies and executives of the university, the faculties and comprehensive organisational units.

7. § Powers and duties of the Director

1. The Director is responsible for the management of the activities of the CDT.
2. Duties of the Director:
    a) representing the CDT, 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 regarding the work of the CDT,
    d) preparing the annual dual training report and plan of the CDT,
    e) expressing his or her opinion, initiating and preparing decisions with his or her proposals on matters that concern the CDT and that are beyond his or her competence,
    f) exercising the right to make commitments and issue documents in matters relating to the CDT, in accordance with the relevant university regulations,
    g) exercising the right to give instructions in respect of the staff of the CDT,
    h) holding a meeting for the staff of the CDT at least twice a year,
    i) managing and supervising the day-to-day work of the staff of the CDT, defining roles, assigning substitutes,
    j) coordinating the administrative duties of the CDT,
    k) organising and managing the quality management activities of the CDT,
    l) performing tasks relating to the development, management and administration of dual training, the system of practical training and internship programme,
    m) acting as authority of first instance in making decision on matters relating to employment, benefits and assignments concerning the CDT on the basis of the relevant laws and University policies,
    n) facilitating the development of the up-to-date knowledge and professional skills of the staff of the CDT,
    o) responsible financial management of the CDT, compliance with and ensuring adherence to the approved budgetary frameworks,
    p) within the organisation of the CDT, complying with and ensuring compliance with the provisions relating to health and safety at work, fire prevention and property protection,
    q) within the organisation of the CDT, ensuring the implementation of accident prevention and health protection measures,
    r) being responsible for the protection of assets under the management of the CDT and for the proper use of assets,
    s) supervising the procurement and inventory of the CDT's assets,
    t) appointing a deputy when he or she is not available.

IV. Financial Management, Stamp Use

8. § Financial management

1. The University shall ensure the conditions necessary for the operation of the CDT within the limits of its institutional budget.
2. The financial management of the CDT 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 “Regulation of Powers and Competence Relating to Financial Management”.
3. The use and disposal of the assets listed in the CDT's inventory are governed by the currently valid “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” and the “Disposal Policy of the University of Pannonia”.

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.

V. Implementing and Final Provisions

1. This CDT-OORP has been adopted by the Senate through its Resolution 196/2025. (XI.27.).
2. This CDT-OORP enters into force on 1st January 2026 and remains in effect until revoked.
3. Upon the entry into force of this CDT-OORP, the CDT-OORP approved by Senate Resolution No. 168/2022 (IX.29.) shall be repealed.

Place and date: Veszprém, 27th November 2025

Dr. János Abonyi
Rector

Zsolt Csillag
Chancellor

Approved on behalf of the Foundation for the University of Pannonia, acting as the maintainer:

Place and date: Veszprém, 27th November 2025

Dr. Péter Bartus
Chief Operating Officer