



University of Pannonia

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

Approved by the Senate on: 29th September 2022

Senate Resolution number: Senate Resolution 168/2022. (IX.29.)

Adopted by the Board of Trustees on: 4th November 2022

Board of Trustees Resolution number: Board of Trustees Resolution 98/2022. (XI.04.)

Effective date: 1st December 2022

Person responsible for the maintenance of this regulation: Director of the Centre for Dual Training

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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. § 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 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 organisational units of the university.
2. The CDT-OORP shall be adopted by the Senate.

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:
in the middle: coat of arms of Hungary,
upper outer circle: « Pannon Egyetem » (University of Pannonia)
upper inner circle: “Duális Képzési Központ” (Centre for Dual Training),
lower outer circle: “Veszprém”,
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.
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 in all the faculties and university centres of the University.
2. The role of the CDT in relation to the University's activities in the field of dual training in higher education:
 - 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 university centres in the performance of their tasks related to dual training.
 - c) It liaises with the University's dual partners.
 - d) It coordinates the preparation and implementation of contracting and contract amendments. It acquires new dual partners.
 - e) It keeps in touch with the Ministry of Education in the course of licensing and on operational matters.
 - f) It cooperates with the dual training coordinators of other higher education institutions to share best practices.
 - g) It liaises with the students of the University participating in dual training as well as helps and supervises them in the performance of their dual training tasks.
 - h) It maintains close contact with the Directorate of Academic Affairs and its relevant staff in the management of the students' matters relating to dual training.
 - i) It participates in the planning and implementation of the enrolment campaign.
 - j) It prepares information materials and provides information at open days and other events organised to promote university enrolment. It operates its own website.
 - k) It takes part in organising joint events with companies.

- l) It is up-to-date in the application of legislation on dual training and its communication to those concerned, in the development of university and faculty regulations and internal instructions, their implementation once adopted and their communication to those concerned.

5. § Relations with the University's management bodies, other organisational units and 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,
 - 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 trainings,
- m) acting as authority of first instance in making decision on matters relating to employment, benefits and assignments 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 budget appropriations,
- 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, Quality Management

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 "Scrapping 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 approved by the Senate through its Resolution 168/2022. (IX.29.).
2. This CDT-OORP enters into force on 1st December 2022.

Place and date: Veszprém, 29th September 2022

Dr. András Gelencsér
Rector

Zsolt Csillag
Chancellor

This CDT-OORP has been adopted by the Board of Trustees of the Foundation for the University of Pannonia through its Resolution 98/2022. (XI.04.).

Place and date: Veszprém, 4th November 2022

Dr. Tibor Navracsics
Chairman