Pannon Egyetem
University of Pannonia

Joint Directive No. 11/2025. (X.13.) of the Rector and the Chancellor on the rules of procedure for using the online registration and payment platform

I. Purpose and scope of the Directive

(1) The purpose of this Directive is to define the procedures for using the online registration and payment platform containing courses, conferences and other mediated services announced on the website of the University of Pannonia (hereinafter referred to as "University") (shop.uni-pannon.hu).

(2) The personal scope of this Directive shall extend to all employees of the University, as well as individuals engaged with the University under other employment relationships.

(3) The material scope of this Directive shall extend to courses, conferences and other services announced on the website shop.uni-pannon.hu (hereinafter referred to as the "services").

II. Related legislation

(1) Key legislation of particular relevance for the purposes of this Directive:
   a) Act CCIV of 2011 on National Higher Education
   b) Act C of 2000 on Accounting
   c) Act CXXVII of 2007 on Value Added Tax (hereinafter referred to as "VAT Act")
   d) Act LXXVII of 2013 on Adult Education (hereinafter referred to as "AdEAct")

III. Interpretative provisions

(1) Definition of expressions used in this Directive:
   a) **Online registration and payment platform:** The electronic platform operated by the University (https://shop.uni-pannon.hu/) that allows registration for courses, conferences and other services announced by the University, as well as online payment of the related fees.
   b) **Upload:** The announcement of approved services on the online registration and payment platform.
   c) **Online payment:** Payment made by the registrant for the University's services through the online registration and payment platform.
   d) **Service:** A course, event/conference or other service announced on the online registration and payment platform for which registration is possible.
   e) **Organising organisational unit:** University faculty, comprehensive organisational unit or organisational unit responsible for implementing the course/event/conference.
   f) **Designated staff member of the organising organisational unit:** An employee with administrative access rights on the online registration and payment platform.
   g) **Educational service:** Any service announced on the online registration and payment

platform that serves an educational, training or continuing education purpose.

h) **Go-live:** Making the service publicly accessible on the online registration and payment platform.

IV. Procedure for using the online registration and payment platform in the case of educational services

(1) Requests to announce a course on the online registration and payment platform can be submitted based on the Course Data Sheet (Annex 1) completed by the organisational unit responsible for organising the course. All information on the Course Data Sheet shall be provided. Prior approval by the Vice Dean for Education / Vice Director General is required to ensure the quality of the educational material.

(2) The organisational unit responsible for organising the course shall send the duly completed and signed Course Data Sheet to the Institute of Adult Education (hereinafter referred to as "IAE").

(3) The VAT rate, as required by the currently valid VAT Act, shall be indicated on the Course Data Sheet. For this, consultation between the IAE and the Directorate for Economic Affairs (hereinafter referred to as "DEA") is necessary.

(4) For revenue-generating educational activities related to the University's core activities, the internal approval and reporting obligations in accordance with the University's Deed of Foundation shall be completed by the organisational unit responsible for the course before announcing the course, in line with the procedure set out in the regulation titled "Rules of Procedure for Undertaking Services Ordered by External Parties".

(5) Based on the Course Data Sheet, the IAE creates the training services on the online registration and payment platform. The IAE sends the link of the created service to the course contact person, who may initiate modifications if necessary. Any changes or removal of a service shall also be requested by the contact person through the IAE.

(6) Only the IAE shall be authorised to announce the training services on the online registration and payment platform.

(7) When registering on the online registration and payment platform, the IAE shall verify that all required information has been fully provided by the applicant and that the General Terms and Conditions (hereinafter referred to as "GTC") and the Privacy Policy have been accepted.

(8) The GTC and Privacy Policy documents are maintained by the Directorate of Legal Affairs and Procurement (hereinafter referred to as "DLAP"), based on updates provided by the IAE regarding the professional content.

V. Procedure for using the online registration and payment platform in the case of event / conference registrations

(1) Requests to announce an event or conference on the online registration and payment platform can be submitted based on the Conference Data Sheet (Annex 2) completed by the organisational unit responsible for organising the event. All information on the Conference Data Sheet shall be provided. Prior to publishing the event/conference, the written approval of the Rector and the Chancellor is required, which involves submitting the Conference Data Sheet in advance and specifying the venue.

(2) The VAT rate shall be indicated on the Conference Data Sheet according to the applicable VAT Act, which requires coordination between the organising organisational unit and the DEA.

(3) Based on the Conference Data Sheet, the designated staff member of the organising organisational unit, after checking the professional content of the event, creates the service on the online registration and payment platform. The professional content check is performed by the contact person listed on the Conference Data Sheet. The service can only be made available on the platform after approval of the professional review.

(4) The GTC and the Privacy Note are maintained by the DLAP, with updates regarding professional content provided by the organising organisational units.

VI. Payment of the service fee in the case of credit card payment

(1) After the applicant has selected the service(s) available on the online registration and payment platform and completed the registration process (adding to the cart), they may pay the service fee, at their choice, either by bank transfer to the University's bank account or by bank card payment (via a payment gateway).

(2) After finalising the registration form, the applicant is redirected to the website of the payment gateway service provider. Once the bank card details are entered, the payment transaction is initiated.

(3) In the event of successful payment, the system automatically sends the following e-mails to the applicant:

a. confirmation of registration,

b. information e-mail:

i. in the case of adult education, details of the course; in the case of a conference/event, details of the event (access information, venue, etc.)

c. invoice.

(4) After the payment has been credited to the University's bank account, the DEA transfers the remaining amount, after deduction of the bank transaction fee, to the financial centre assigned to the service on the online registration and payment platform, as specified in the Course / Conference Data Sheet.

VII. Procedure for payment of the service fee in the case of bank transfer

(1) Registration via the online registration and payment platform may also be completed by selecting the bank transfer payment option; in such a case, the registration is deemed completed upon filling in the registration form and accepting the GTC and the Privacy Notice.

(2) After finalising the order, the message "Successful order" is displayed, and the following automatic confirmation e-mails are sent to the applicant:

a. notification of the registration,

b. an information letter containing the details required for the bank transfer.

(3) Following financial settlement, the DEA notifies, in the case of training services, the IAE, and in the case of an event/conference, the organising organisational unit, of the successful transaction.

(4) In the case of training services, the IAE, and in the case of an event/conference, the organising

organisational unit, records the “completed” status in the administrative interface of shop.uni-pannon.hu.

(5) After the “completed” status has been recorded, the invoice is automatically sent to the registered e-mail address.

(6) Following the issuance of the invoice, the DEA posts the bank credit to the financial centre specified on the Course / Conference Data Sheet and assigned to the service on the online registration and payment platform.

VIII. Final provisions

(1) Compliance with the provisions of this Directive is the responsibility of all the employees of the University, as well as of all persons who are in any other employment-related legal relationship with the University.

(2) This Joint Directive of the Rector and the Chancellor shall enter into force on the day of its promulgation and remain in effect until revoked.

Dated in Veszprém, on 13th October 2025

Dr. János Abonyi m.p.
Rector

Zsolt Csillag m.p.
Chancellor

Annexes to this Directive:

Annex 1: Course Data Sheet
Annex 2: Conference Data Sheet
Annex 3: Process Flowchart for Uploading Services on the Online Registration and Payment Platform
Annex 4: Process Flowchart for Using the Online Registration and Payment Platform

Person responsible for the maintenance of this Directive: Director of the Directorate for Development and Projects