



Rector's Order No. 3/2025 (III.17)
on the tasks and competences of the Pedagogical Training Centre of Károli Gáspár University of the Reformed Church in Hungary

On the basis of the authorization provided for in Article 13 (1) of Act CCIV of 2011 on National Higher Education and Article 64 (1) of the Organizational and Operational Rules, Part One of the Organizational and Operational Regulation (hereinafter referred to as OOR) of Károli Gáspár University of the Reformed Church in Hungary (hereinafter referred to as the University), I issue the following order:

1. § (1) Pursuant to Article 103 of Act CCIV of 2011 on National Higher Education and the University's Organisational and Operational Rules, the coordination of the professional, content, organisational and scientific tasks of teacher training, as well as the organisation of theoretical and practical training at the University is carried out by the Pedagogical Training Centre as part of the Rector's Office. The activities of the Pedagogical Training Centre cover all levels of teacher training – bachelor, single-cycle, master programmes, higher education vocational training, postgraduate specialisation programmes, in-service teacher training courses and practical teacher training.

(2) The scope of this order extends to the Pedagogical Training Centre as a central organisational unit and, in this context, to the operation of the institutes responsible for teacher training at the faculties, to the staff of the Pedagogical Training Centre and to the employees under the professional coordination of the Pedagogical Training Centre.

2. § (1) The Pedagogical Training Centre is a central, functional organisational unit under the direct control of the Rector within the Rector's Office. The head of the Pedagogical Training Centre is the director-general who is appointed by the Rector for a three-year term, which may be renewed several times.

(2) The Director-General of the Pedagogical Training Centre may be a person who holds an academic degree or fulfils the conditions required for the position of head of a public education institution and has scientific work appropriate to his/her field of expertise.

3. § (1) The Pedagogical Training Centre shall

- a) provide professional supervision of the University's teacher training programmes,
- b) develop and apply professional principles to support the coordination of certain elements of teacher training programmes,
- c) give its professional opinion on the establishment and launch of study programmes initiated by the faculties at all levels of teacher training, before consulting the Faculty's Quality Assurance Committee,
- d) give its professional opinion on the modification of curricula and model curricula at all levels of teacher training, before consulting the Faculty's Quality Assurance Committee,
- e) give its professional opinion on the admission quotas,
- f) give its professional opinion, before the decision of the Faculty Councils, on the material for the aptitude tests,
- g) give its professional opinion, before the decision of the Faculty Councils, on the principles of practical training of teacher candidates, and the directions for the organisation and development of practical training,



- h) give its prior professional opinion, before the opinion of the Directorate of Education of the Rector's Office, on the framework agreements to be concluded with the maintainers and public education institutions entitled to conclude partnership contracts,
- i) coordinate the content, professional, organisational and scientific tasks related to teacher training and the theoretical and practical training between the different faculties and institutes of the University,
- j) carry out the monitoring and evaluation of internships organised by the faculties and their registration,
- k) contribute to the collection of external and internal data requests concerning internships and placements, and sum up and check the data provided,
- l) after consultation with the faculties, the area responsible for education and the Vice-Rector for education, make proposals to the University's management on the provisions of the University's training programmes related to teacher training and in-service teacher training courses and the University's strategy concerning teacher training, and on the university strategy for teacher training,
- m) report on its activities to the Rector at the end of each academic year, and within this, and in this context reviews and evaluates the progress of teacher training and in-service teacher training courses and make proposal for their development to the University's management,
- n) contribute to the carrier tracking of students in teacher training,
- o) coordinate, support and monitor teacher training research, regional and international cooperation and applications, carried out jointly with several faculties,
- p) maintain contact with the Directorate of Education of the Rector's Office,
- q) maintain contact with the Károli Junior Academy
- r) organise the meetings of the Teacher Training Council, make proposals to the members to the Rector and participate in the Council's work,
- s) maintain contact with the Reformed Pedagogical Institute as the pedagogical-professional service provider of the Reformed public education network.

(2) The Pedagogical Training Centre carries out the professional coordination of the following activities of the organisational units at the faculties:

- a) information on admission and studies in teacher training,
- b) faculty tasks related to the organisation of admission and transfer to bachelor programmes, teacher training single-cycle and master programmes, higher education vocational training, postgraduate specialisation programmes, in-service teacher training courses, as well as credit recognition and final examinations,
- c) in the case of bachelor, single-cycle and master programmes in the field of teacher training, administrative matters related to the conclusion of contracts and certificates of performance with head pedagogues, head teachers, mentors, specialist teachers and other consultants as well as partner schools,
- d) organisation of the practical training, contacts with public education institutions providing practical training at the faculties,
- e) organisation and registration of internships, keeping records of professional practice places,
- f) monitoring and supporting the academic progress of students participating in teacher training (bachelor, single-cycle, master programmes, higher education vocational training, postgraduate specialisation training) and in-service teacher training courses.



4. § (1) The Pedagogical Training Centre carries out its work in cooperation with the Teacher Training Institute of the Faculty of Humanities and Social Sciences and the Pedagogical Training Institute of the Faculty of Pedagogy (hereinafter jointly referred to as institutes). The institutes are headed by heads of institute, who perform their duties under the direct supervision of the Dean and under the professional coordination of the Director-General according to Article 3 (1) and (2). The Head of Institute is appointed by the Rector on the recommendation of the Dean and the Director-General.

(2) The Pedagogical Training Centre performs its professional activity defined in Article 3 through the institutes referred to in section (1) by coordinating the professional content and performing professional coordination tasks.

(3) In the institutes, teacher training tasks are carried out by the heads of dedicated teams appointed by the Rector, on the recommendation of the Head of Institute and the Director-General, with the agreement of the Dean. The pedagogical-professional supervision of the heads of institutes and heads of dedicated teams are carried out by the Director-General with regard to their duties under Article 3 (1)-(2), with the exceptions that the management of tasks not specified in Article 3 (1)- (2) are performed by the Dean.

5. § This order shall enter into force upon publication on the website on 17 March 2025.

Budapest, 17 March 2025.

Prof. Dr. László Henrik Trócsányi sgd.
Rector