

KKM
MAGYAR DIPLOMÁCIAI AKADÉMIA KFT.
AND
THE UNIVERSITY OF PÉCS
HUNGARIAN LANGUAGE AND HUNGARIAN
STUDIES
REGULATIONS

2023. September 01.

Hungarian Language and Hungarian Studies regulations

Chapter 1

I) HUNGARIAN LANGUAGE AND HUNGARIAN STUDIES

- 1) Within the framework of the Balassi Bálint scholarship program (hereinafter referred to as ‘**Scholarship Program**’) of the Ministry of Foreign Affairs and Trade (hereinafter referred to as ‘**Ministry**’), Hungarian Language and Hungarian Studies (hereinafter referred to as ‘**Training**’) accredited by the University of Pécs (hereinafter referred to as ‘**PTE**’) are offered to foreign non-Hungarian speaker citizens who are university students or have a higher education degree, as well as to those who want to work with the Hungarian language and culture.
- 2) The Ministry conducts the Training with the cooperation of the KKM Magyar Diplomáciai Akadémia Kft. (hereinafter referred to as the ‘**Training Institution**’).
- 3) The Hungarian Language and Hungarian Studies training, accredited by the University of Pécs and operating as a partial Training at the Ministry, falls under the scope of the *Study and Examination Regulations* of the PTE.
- 4) The academic progress of the participants in the Hungarian language and Hungarian studies is governed by these regulations and arranged in accordance with the accreditation regulations of the PTE’s *Study and Examination Regulations* and the *part-time course of the PTE Hungarian as a foreign language – basic understanding of Hungarian studies*.
- 5) The scope of these regulations covers and is binding on all organizational units, students, instructors and other employees of the Training Institution who participate in, organize or otherwise provide Hungarian language and Hungarian studies courses provided by the Training Institution.
- 6) These regulations enter into force on 01.09.2023

Chapter 2

I) RIGHTS OF THE TRAINING PARTICIPANT

- A) **With a status possessing a scholarship (hereinafter: Scholarship holder):** a natural person enjoying an exemption from Training fees, who is entitled to a scholarship under the legal title detailed in this section and has a valid scholarship contract in force:

Márton Áron Scholarship Holder	a natural person with foreign citizenship who won a 10-month Márton Áron Scholarship in the scholarship competition announced by the Ministry (including persons with dual citizenship)
Ministerial Scholarship Holder	based on bilateral intergovernmental agreements, a person with a foreign nationality who has won a 5- or 10-month scholarship in a tender issued by the Tempus Public Foundation (including persons with dual citizenship)

B) **Self-financed status (hereinafter: 'Self-financed')**: in addition to paying the Training fee, a natural person who takes part in the Training.

1) The Scholarship and Self-financed status is established by enrolling in Training and signing the individual contract.

2) The Scholarship Holder Training Participant must enroll in the Training no later than the working day before the start of the Training. In case of hold-back, they can enroll in the Training based on the decision of the head instructor or deputy head instructor responsible for the Training upon individual request.

3) The Training can start their studies after enrolling in the Training.

4) From the date of enrollment, the status of the Training Participant and the application conditions learned and accepted during the application process is governed by these regulations. By registering, they declare that they have read and taken note of the provisions of these regulations.

5) The Scholarship Training Participant concludes a *scholarship contract* and the Self-financed Participant concludes a *Training contract*.

6) The Training Participant is obliged to comply with the rules and regulations applicable to them and acknowledges that their violation may even lead to the termination of their scholarship contract and/or Training contract.

7) The scholarship or Self-financed status is terminated:

7.1) if the Training Participant is excluded from the Training by a disciplinary decision due to a disciplinary offence,

7.2) if their scholarship contract and/or Training contract is terminated due to breach of academic or other contractual obligations,

7.3) if the Training Participant interrupts their studies of their own volition;

7.4) in the event of a force majeure event, if the terms of the Training stipulated in the contract cannot be ensured on the part of the scholarship provider, or the obligations assumed in the contract cannot be fulfilled on the part of the Scholarship Holder;

7.5) at the end of the Training period specified in the scholarship contract and/or the Training contract.

8) The scholarship contract and/or the Training contract may contain additional provisions for the rights and obligations between the Training Institution and the Training Participant, which are not regulated here.

II) THE RIGHTS OF THE TRAINING PARTICIPANT

1) The Training Participant

a) may participate in study counseling, in justified cases, if provided by the Training Institution, in consultation hours;

b) may participate in health counseling;

c) may take part in specific events of the Ministry and the Training Institution;

d) may participate in tenders, academic and sports events announced for them (according to the rules of the announcement);

e) may participate in optional professional and cultural programs and study trips organized within the framework of the Training;

f) may request the action of the competent employee of the Training Institution in matters related to studies and the rights to which they are entitled;

g) may use, if available, the cultural and sports facilities provided by the educational location and the accommodation, and may use the equipment provided.

2) Other rights of the Training Participant are contained in the scholarship contract and/or the Training contract.

III) OBLIGATIONS OF THE TRAINING PARTICIPANT

1) The Training Participant must

- a) respect the laws of Hungary and the decrees and measures adopted by the Government of Hungary, other legislation, as well as the human dignity and rights of others;
- b) comply with the relevant rules and policies of the accommodation, the provisions of the managers of the Training Institution, the instructions of the competent instructors and employees;
- c) participate in the study sessions established in the Training, the mandatory extracurricular programs belonging to the Training, centrally coordinated Trainings, and excursions;
- d) participate in classes, complete their study assignments regularly and fulfill their required exam obligations;
- e) to immediately inform the relevant staff of the Training Institution about any significant changes in their personal data and their studies;
- f) participate in the medical screening examinations organized by the Training Institution, administer the necessary vaccinations recommended by the doctor;
- g) handle official matters necessary for residence in Hungary (e.g. residence permit, Hungarian bank account number, request for a tax identification number, address notification);

2) Other obligations of the Training Participant are included in the scholarship contract and/or the Training contract.

3) Detailed rules regarding the expected (moral) behavior of the Training Participant and the procedure to be followed in case of disciplinary offences are contained in the "DISCIPLINARY RULES".

IV) MANAGEMENT AND SCHEDULE OF THE TRAINING

1) The Training is organized by the Training Institution. Per part of the Educational Institution, the education is organized and managed by the managing director, the head instructors responsible for education, and the deputy head instructors. Education coordinators take part in carrying out said Trainings. The educational-professional management, supervision and coordination of the Training is provided by the competent organizational unit of the Ministry.

2) The educational schedule of the Training:

2.1 In-person education

Throughout the face-to-face Training, the transfer of knowledge takes place during the full number of hours of the Training in face-to-face contact classes, which require the personal presence of the instructor and the Training Participants at the time and place specified in the class schedule (in a classroom or, in the case of an extracurricular programme, at an external location).

2.2 Online contact class education

The Training can also be carried out remotely, in a digital work schedule, in the form of real-time online contact hours. Online contact class education, or online face-to-face education is a form of Training based on the interactive relationship between the instructor and the Training Participant using specific information technology and communication teaching tools as well as knowledge transfer learning methods, in which the teaching takes place in non-classroom conditions, and the number of classes is adjusted to the number of Training hours. The rules applicable to distance learning are provided in chapter 3 of these Regulations.

Chapter 3

I) STUDY REGULATIONS

1) The schedule of the Training year is determined by the "ACADEMIC YEAR SCHEDULE" for the given Training year.

1.1) The Academic year schedule includes the cycles of the educational period, educational breaks and the planned date of the prescribed exams.

1.2) The Academic year schedule can be modified on the eve of the uniform introduction of online contact class education. When introducing the changes, deviations from the previous Training schedule, tasks and deadlines must be implemented in such a way that, as a result of the change, the completion of the subjects is not disproportionately more burdensome for the Training Participants than based on the previous regulations.

2) Hungarian Language and Hungarian Studies training is divided into Training types according to language levels. The Training Participants take a language level assessment test before the start of the Training period. The result of the level assessment determines in which language level Training type the Training Participant will continue their studies during the Training period. According to language levels, Training Participants can be classified into Training types "A", "B" and "C". In the case of the "B" or "C" type of Training, the Training ends with the submission of a final paper and a final exam prepared by the Scholarship Holder or Self-financed student, as prescribed in the Training Plan.

3) The Training Plan contains the general description for each type of Training, the subjects to be completed during the Training and requirements. The Training Plan is a mandatory annex to these regulations. The Training Participant receives the Training Plan at the beginning of the Training period.

4) The head instructor responsible for the Training or the deputy head instructor decides on academic issues related to the Training Participants.

5) The duration of the classes is 45 minutes.

6) According to the Training practice, one teaching session (90 minutes) holds 2 x 45-minute classes without a break.

7) Attendance at the classes is mandatory for the persons participating in the Training. The instructor holding the class records the fact of absence on the attendance sheet. The rules regarding the tolerable rate of absenteeism of the Training Participant are provided for in points III) 3-5) of these Regulations.

8) Training Participants may not engage in any activity during the class (e.g. eating) that hinders the education or interferes with the work of the instructor conducting the class and their fellow students. The use of audio devices, mobile phones, dictionaries and other devices during the classes is only possible if it is done with the instructor's permission and serves the purpose of processing the course material.

9) In the case of online contact class education, classes can be implemented according to the following rules:

9.1) The presence of the Training Participant in the online class is mandatory, using information communication devices suitable for image and sound transmission.

9.2) It is considered an absence if the Training Participant does not log in to the video call in the case of a real-time online class.

9.3) In order to protect personal data, the recording of audio or video during classes held with the help of information communication devices, and the recording of classes is only possible with the express consent of the persons participating in the class. In the real-time online class that is to be recorded; the instructor must ensure the possibility of participation by setting up the info-communication devices for those Training Participants who do not wish to consent to their possible display.

II) ANNOUNCEMENT OF SCHEDULE, LANGUAGE AND HUNGARIAN STUDIES COURSES

1) The subjects are announced taking into account the Training Plan and the number of student groups in such a way that the language and compulsory or optional Hungarian classes prescribed in the Training Plan are announced for each type of Training. The announcement of the subjects is made by the head instructor or deputy head instructor responsible for the Training.

2) The subjects are announced and the schedule is created after the language level assessment and group assignment took place.

2.1) The assignment of students to student groups is carried out by the head instructor(s) based on the language assessment and professional aspects.

2.2) The announcement of the subjects and the timetable of the Training groups must be finalized by the end of the first week of the study period in the fall semester, and by the first day of the study period in the spring semester.

2.3) The announcement of subjects and timetables must be made public on the notice board.

2.4) The announcement of the subjects must include the title, instructor, time and place of the subject, as well as the topics of the course material, the requirements and the method of assessment.

3) A language class may be started with 4-12 people, a practical class (seminar) with 4-12 people, a theoretical class (lecture) with 4-12 people. One can deviate from the number limit with the permission of the head instructor(s) responsible for the Training.

4) The student is obliged to take the number and type of subjects prescribed in the Training Plan.

5) In the first two weeks of the study period, the student agrees on the inclusion of the optional subject with the head of the course.

5.1) If more people wish to apply for an optional class than allowed, then the instructor of the subject – on the basis of professional aspects and conditions – designates the applicants who can take the optional class. If an announced elective class does not start, those who apply for it will transfer to another class within a week.

5.2) The Training Participant has the right to take three additional subjects per semester in addition to the optional classes prescribed in the Training Plan. Subjects taken as such are completed in the same way as in the case of compulsory classes.

III) FULFILLMENT OF STUDY OBLIGATIONS

1) The Training Participant fulfills their academic obligations by attending the classes of the subjects prescribed in the Training Plan and by completing the related tasks, as well as by successfully completing the exams required to conclude the Training.

- 2) The student is obliged to participate in the classes and the specified extracurricular programs during the study period. The fact of participation or absence is officially recorded by the instructor of the subject in the class register organized by the Training Institution. The participants must be informed about the date of the extracurricular programs no later than one week before the planned implementation.
- 3) One can stay away from 20 percent of the classes. In the case of Hungarian studies, two absences are acceptable in the fall semester and three absences in the spring semester.
- 4) In the case of absences that are higher than permitted, that are announced in advance and/or can be explained with justifiable reasons, the head instructor or deputy head instructor responsible for the Training can decide on the basis of an individual assessment, based on the proposal of the subject instructor. It is a condition that the Training Participant completes the additional task prescribed by the instructor of the subject or course unit by the end of the study period. The time required to complete the additional task is proportional to the omission resulting from absences. The instructor evaluates the extra assignment and takes the evaluation into account when determining the grade for the subject.
- 5) Administration related to certified absence is possible with a document handed over to the education coordinator or sent electronically. Methods of absence reporting that can be taken into account are the following:
 - a) absence notified in advance on a form, for example planned medical treatment, travel, administration, participation in a study or extracurricular program or a family event;
 - b) presentation of a medical certificate in Hungarian or English afterwards.
- 6) If the student does not appear for more than 20 percent of the language classes of the given semester or more than 20 percent of the total number of hours of the Hungarian studies for the given semester, does not justify their absence in an acceptable way and/or does not complete the additional task, the student's scholarship contract will be/can be terminated.
- 7) If the Training Participant is absent for more than 50% of the overall number of classes for any Hungarian studies subject in the given study term – this includes both pre-announced absences and classes made up by completing additional assignments – the subject cannot be evaluated with a grade.
- 8) If it is not possible to hold the classes at the time specified in the timetable due to the obstruction of the instructor of the subject, it is obligatory to arrange for replacement. The date of the supplementary class must be agreed with the students. The time must be selected in such a way that it is suitable for at least 2/3 of the participants.
- 9) Based on an individual assessment, in particularly justified cases, upon the proposal of the subject's instructor, the head instructor or deputy head instructor responsible for the Training may grant an exemption from attending the compulsory course. The condition for this is that the Training Participant gives an account of their satisfactory knowledge of the topic of the subject in the advanced exam, as well as that they undertake to complete the task prescribed by the instructor of the subject until the end of the study period. The amount of time required to complete the prescribed task is proportional to the total number of hours required to complete the subject (in the case of a weekly Hungarian studies class, approx. 60 hours). The request for exemption must be submitted on a form regularized for this purpose.
- 10) In order to fulfill the academic obligations, the Training Participant must take a state-accredited and internationally recognized ECL language exam in Hungarian during the Training period. The type of creditable language test (as a minimum requirement) is prescribed by the Training Plan.

11) Training Participants types "B" and "C" must prepare a final paper during the Training period. The final paper is a written thesis on a topic of one's choice, prepared with the help of a consultant, and can be considered an independent work. During the study period of the first semester, the instructors participating in the Training recommend final paper topics and titles to the participants in the Hungarian Language and Hungarian Studies training. During the study period of the first semester, by the deadline set by the head instructor, but at the latest by the end of the study period, the Training Participant shall indicate the subject area and title of their thesis (which can be changed later on) by filling out a form, as well as propose a consultant lecturer. The person of the consultant is determined by the head instructor or deputy head instructor responsible for the Training.

12) The content and form requirements for the final paper are summarized in the Training Plan, and detailed in the Final paper information given to the Training Participants. In the second semester, the person preparing the final paper regularly consults with their consultant in the framework of consultation hours. The completed final paper must be submitted in electronic form by the beginning of the examination period of the second semester. If the writer of the final paper does not prepare their final paper by the submission deadline, they must apply in writing to the head instructor for an extension of the deadline after consultation with their consultant.

IV) EXAMINATION AND ASSESSMENT

1) The mastery of the knowledge prescribed in the Training Plan is checked by the subject instructor with a written and/or oral assessment. The method of examination for each type of course is recorded in the Training Plan. The instructor of the subject decides on the format of the oral or written assessment, uniformly applied to the entire group, according to professional aspects, taking into account the group's linguistic preparation.

2) Based on the class performance and other task solutions provided during the study period, as well as the knowledge material proven during the assessment, the instructor of the subject evaluates the student's knowledge with a five-level grade. The grades are: excellent (5), good (4), average (3), satisfactory (2) and fail (1).

3) The instructor of the subject records the grade in writing and authenticates it with their signature on the evaluation sheet or the exam paper. The practical grade must be communicated to the student in the last class of the subject or in the first week of the examination period, the result of the exam in the case of an oral exam on the day of the exam, and within a week in the case of a written and combined exam.

4) The corrected written paper can be viewed by the student. The oral exam is open to the instructors and managers of the Training Institution, as well as to the competent employees of the Ministry, but public access can be limited at the request of the examinee.

5) Students must be informed at least one week in advance of the date and topic of the written assessment in class. Absent students must be given an opportunity to complete the assessment within two weeks.

6) In the case of subjects ending with an exam, at least two exam dates must be provided during the examination period. The exam dates and the knowledge material tested in the exam must be agreed with the students and made public by the first day of the examination period, but at least 15 days before the planned exam date. The exam is held by the instructor of the subject, which can be deviated from at the discretion of the relevant head instructor.

7) Rules for written and oral exams

- 7.1) The Training Institution or the candidate will take care of the writing instruments required for the written exam and the aids authorized by the instructor, as agreed.
- 7.2) It is forbidden to bring any technical devices (mobile phones, PDAs, iPods, translators, programmable or graphic calculators, etc.) to the written exam – except with the instructor's permission in the event that their use is necessary to solve the tasks of the assessment. If the examinee has a device of this type without permission, they must hand it over to the instructor before the exam begins. If it turns out that the examinee has a device of this type left, the instructor will immediately suspend the examination of the person in question, and the thesis or the written examination in the given subject will be given a 'fail' (1) or 0 points.
- 7.3) In the written or oral exam, if it is provided, one may only write on the worksheet or sheet issued by the instructor. In this case, sketches and notes can only be made on sheets issued by the instructor.
- 7.4) It is mandatory to use a pen as a writing instrument in the written exam and it is forbidden to use a corrector for correcting errors.
- 7.5) During the written exam, it is forbidden to speak, to look at someone else's work, to copy from it, and to use non-permitted teaching aids and technical devices. During the oral exam, it is forbidden to talk to other examinees, and it is forbidden to use teaching and auxiliary aids. If the supervising instructor experiences this, they will first warn the examinee. At the second warning, the exam of the given person is suspended, and the test or the exam in the given subject is a 'fail' (1) or 0 points.
- 7.6) If the examinee temporarily leaves the exam site (e.g. feeling sick, going to the restroom), the instructor will indicate the time of exit and arrival (specified in hours and minutes) on the paper or, in the case of an oral exam, on the minutes.
- 7.7) If the written or oral exam is interrupted by any extraordinary event, the available time must be increased by the lost time, and the competent leader responsible for conducting the exam – after notifying the supervising instructor – immediately decides to continue the exam at a later date or to repeat the exam.
- 7.8) Legal remedies are excluded regarding the results of the exams. Legal remedies are otherwise provided for in the scholarship and/or Training contract.
- 8.) In the case of online contact class education, knowledge can be checked (including the written and oral exam, final exam) electronically, with the help of an information communication device suitable for image and sound transmission at the same time, on interfaces and methods supported by the Training Institution, so in particular in the case of oral exams, a video call, in the case of written exams, using shared, electronically fillable worksheets and tests that can be filled out online.
- 8.1) During the online oral exam (conducted with the use of information communication devices), the examinee must prove themselves with a photo ID suitable for personal identification, if requested by the examiner.
- 8.2) During the online oral exam, the candidate is required to use a device (camera) used for image transmission.
- 8.3) The examinee may be required not to use earphones and headphones if there is a suspicion that they are using them to communicate with a person who is not present at the exam.
- 8.4) Deliberately causing a technical disturbance during the online exam (conducted using information communication devices) is considered exam cheating, so in this case the

instructor will immediately suspend the exam of the candidate, and the paper and the exam will be a 'fail' (1) or 0 points for the given subject.

8.5) If the occurrence of a technical malfunction is not the result of intentional behavior, the instructor and the examinee are jointly obliged to act in order to eliminate the technical malfunction.

8.6) If the technical problem occurred before the presentation of the exam question, the exam can be continued after it has been resolved within a reasonable time. If the technical problem occurs after the presentation of the exam question, the exam can be continued and the instructor is entitled to ask a new exam question.

8.7) If the technical problem cannot be resolved within a reasonable time, the exam must be held at a new time.

9) Exam failure, exam postponement

9.1) In case of an exam announced for a specific date

a) due to illness or other extraordinary reasons - based on the written request of the Training Participant - the competent manager responsible for conducting the exam may authorize the postponement of the exam.

b) in case of unjustified absence from the exam, the candidate may take the exam in the given subject only with the permission of the competent leader responsible for conducting the exam.

9.2) In case of exams announced for several alternative dates during the examination period, the intention to postpone the exam must be announced to the exam organizer at least two days before the exam date. A postponement can be requested at most twice. Due to postponement, it is not mandatory to provide another exam date.

10) Administration of exams

10.1) In order to verify the candidate's identity, the examiner is entitled to request the candidate's personal documents.

10.2) A written record (examination record) must be kept of the exam. In all cases, the minutes must contain the place and time of the exam, the result of the exam, and the signature of the instructor(s) conducting the exam and, if there is one, the chairman of the exam committee.

10.3) If the exam takes place before a committee, the committee will announce the exam results to the examinees after the end of the examination.

11) The opportunity to repeat the failed exam must be provided twice in the form of make-up exams, which must be held in the last week of the examination period. The Training Participant can take the initiative with the instructor organizing the exam to take the make-up exam in front of a committee. The members of the committee are invited by the head instructor or deputy head instructor responsible for the Training.

12) If the student is unsatisfied with the offered grade, they can initiate the possibility of correction with the instructor of the subject. Knowing the student's performance up to that point, the instructor decides whether to provide an opportunity for improvement. There is no legal remedy against the decision.

13) If the student completes any subject in the first semester with a 'fail' (1) grade or does not pass, the student's status may be terminated upon the recommendation of the head instructor responsible for the Training.

14) The language exam of the type specified in the Training Plan will be taken in the second semester.

15) The final exam is taken by the students preparing the final paper. The consultant evaluates the final paper textually and makes a proposal for the grade. The final exam takes place in the second half of the examination period. The final exam takes place orally, before a committee of at least two members. The members of the committee are invited by the competent manager responsible for Training. The consultant evaluating the final paper is a member of the committee. In the final exam, the examinee will give an account of the knowledge they have acquired in the given field related to the topic of their final paper. The examination board evaluates the candidate's final paper, consultation and oral exam separately with a five-point grade. The average of these three partial grades gives the final grade for the final exam. The chairman of the committee records the partial grades and the final grade on the exam form. The final exam is public, but public access can be limited at the request of the examinee.

V) DOCUMENT CERTIFYING THE GRADUATION

1) At the end of the Training period, the competent organizational unit of the Ministry can issue a certificate of their academic results to the Training Participants upon request.

2) PTE issues a credit certificate to Training Participants.

3) The state-accredited and internationally recognized language test prescribed in the Training Plan is certified by a separate certificate.



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Appendix 1:

TRAINING PLAN

Hungarian language and Hungarian studies

1. General description of the Training

The purpose of the complex Hungarian language and Hungarian studies course is to complement the language skills and Hungarian studies acquired at foreign universities. The three different types of the program, which operate as an accredited part-time study program of the University of Pécs, enable the acquisition of 26/46/53 ECTS credits. The Training is coordinated by the Ministry of Foreign Affairs and Trade (hereinafter referred to as '**Ministry**'). The courses are conducted by KKM Magyar Diplomáciai Akadémia Kft. as a Training Institution on behalf of the Ministry.

Foreign citizens whose mother tongue is not Hungarian can apply for the Training, who are university students or have a higher degree and who have not yet reached the age of 35. The Training assumes, on the one hand, prior knowledge of the Hungarian language, and, on the other hand, at least basic knowledge of Hungarian studies acquired at a foreign university or other adult education system. The Training is adapted to the different language skills of the students and is divided into three Training types according to language levels. In the A-type program, students with beginner language skills study the Hungarian language in a higher number of hours, in the B-type program, students with advanced language skills study the Hungarian language first and then Hungarian studies more intensively, the C-type program is for students arriving with intermediate language skills and in both semesters offers Hungarian studies in a higher number of hours. The formation of student groups - thus further differentiation within the types of Training - is also based on language skills. In all types of Training, the teaching is conducted in Hungarian.

The ten-month Training consists of two semesters. In the A-type Training, the first semester consists of a 17-week study period, the second semester a 15-week study period and a four-week examination period. In the B- and C-type Training, the individual semesters are divided into a 13/15-week study period and a four-week examination period. During the study period, one must attend classes in the classroom, and during the examination period, one must pass exams. During the Training, students participate in organized cultural programs at external locations.

The development of language skills is an emphasized part of the Training, the intensive language teaching takes place 12-28 hours a week, in groups of 4-12 people. The language Training ends with a state-accredited, internationally recognized complex ECL language exam (intermediate or advanced level), which is worth 10/15 credits.

Hungarian studies, which represent Hungarian studies in an interdisciplinary manner, provide comprehensive, versatile knowledge about Hungarian cultural heritage and today's Hungary. In addition to the mandatory lectures and seminars, students also participate in optional seminars according to their individual interests. The total credit value of the Hungarian subjects is 16/36/38 credits.

2. Subject structure of the Training

2.1. A-type Training

In the A-type Training, the first semester only serves the purpose of intensive development of language skills, so that in the second semester students are already able to participate in Hungarian courses that process special knowledge material. The Training is worth a total of 26 credits.

First semester				
Name of the subject	Type of the course	Weekly hour nb.	Credit	Mode of assessment
Hungarian language I.	Language class	28	0	Internal exam

Second semester				
Name of the subject	Type of the course	Weekly hour nb.	Credit	Mode of assessment
Hungarian language II.	Language class	14	10	ECL language test (B2)
The history of Hungarian literature	Lecture	2	2	Exam
Hungarian history	Lecture	2	2	Exam
Hungary's geography	Lecture	2	2	Exam
Hungarian literature	Seminar	2	2	Report(s)
Hungarian linguistics	Seminar	2	2	Report(s)
Contemporary Hungarian cultural life	Seminar	2	2	Report(s)
Contemporary Hungarian society	Seminar	2	2	Report(s)
Seminar of choice	Seminar	2	2	Report(s)

2.2. B-type Training

In the B-type Training, a higher number of hours in the first semester serves the purpose of intensive development of language skills, while in the second semester, students with adequate language skills and a higher number of hours participate in Hungarian courses that process special knowledge material. The Training is worth a total of 46/51 credits.

First semester				
Name of the subject	Type of the course	Weekly hour nb.	Credit	Mode of assessment
Hungarian language I.	Language class	16	0	Internal exam
The history of Hungarian literature	Lecture	2	2	Exam
Hungarian history I.	Lecture	2	2	Exam
Hungary's geography	Lecture	2	2	Exam
Hungarian literature	Seminar	2	2	Report(s)
Hungarian linguistics	Seminar	2	2	Report(s)
Seminar of choice	Seminar	2	2	Report(s)
Seminar of choice	Seminar	2	2	Report(s)
Seminar of choice	Seminar	2	2	Report(s)

Second semester				
Name of the subject	Type of the course	Weekly hour nb.	Credit	Mode of assessment
Hungarian language II.	Language class	12	10/ 15	ECL language test (B2 or C1)
The history of Hungarian literature II.	Lecture	2	2	Exam
Hungarian history II.	Lecture	2	2	Exam
Hungarian arts history	Lecture	2	2	Exam
Hungarian ethnography	Lecture	2	2	Exam
Contemporary Hungarian society	Seminar	2	2	Report(s)
Contemporary Hungarian cultural life	Seminar	2	2	Report(s)
Seminar of choice	Seminar	2	2	Report(s)
Specialist seminar of choice	Seminar	2	2	Report(s)
Final paper	Consultation	2	4	Final exam

2.3. C-type Training

In the C-type program, students arriving with language skills close to the intermediate level continue their studies according to essentially the same subject structure in both semesters. The Training is worth a total of 53 credits.

First semester				
Name of the subject	Type of the course	Weekly hour nb.	Credit	Mode of assessment
Hungarian language I.	Language class	12	0	Internal exam
The history of Hungarian literature I.	Lecture	2	2	Exam
Hungarian history I.	Lecture	2	2	Exam
Hungarian ethnography	Lecture	2	2	Exam
Hungarian literature	Seminar	2	2	Report(s)
Contemporary Hungarian society	Seminar	2	2	Report(s)
Contemporary Hungarian cultural life	Seminar	2	2	Report(s)
Seminar of choice	Seminar	2	2	Report(s)
Seminar of choice	Seminar	2	2	Report(s)
Specialist seminar of choice	Seminar	2	2	Report(s)

Second semester				
Name of the subject	Type of the course	Weekly hour nb.	Credit	Mode of assessment
Hungarian language II.	Language class	12	15	ECL language test (C1)
The history of Hungarian literature II.	Lecture	2	2	Exam
Hungarian history II.	Lecture	2	2	Exam
Hungarian arts history	Lecture	2	2	Exam
Hungary's geography	Lecture	2	2	Exam
Hungarian linguistics	Seminar	2	2	Report(s)
Seminar of choice	Seminar	2	2	Report(s)
Seminar of choice	Seminar	2	2	Report(s)
Specialist seminar of choice	Seminar	2	2	Report(s)
Final paper	Consultation	2	4	Final exam

3. Requirements

3.1. Subject knowledge evaluation

Verbal and written monitoring of students' progress in language classes is continuous. In addition, students prepare written and/or oral presentations on some selected topics independently, requiring work outside lecture hours. The subject is concluded with a language exam of the type corresponding to the Training Plan.

In the case of lecture-type subjects, the oral monitoring of students' progress is continuous during the study period. In addition, according to the course description, students can write one or two documented theses during contact hours. The subject is concluded with a written and/or oral exam during the examination period. In the exam, the students report on their knowledge of the course material presented at the lecture, as well as on the knowledge that can be acquired from the prescribed literature.

In the case of seminar-type subjects, the instructor determines the method of the report(s) (oral or written). The reports can be in the form of a short oral presentation, oral report, homework, essay, in-class test, written test, and the students continuously prove their mastery of the knowledge presented in the seminars in the framework of class work.

3.2. Concluding the Training

At the end of the Training, the students take a language exam, and in the case of B- and C-type Training, they prepare a final paper on a Hungarian studies topic and take a final exam. Successful completion of the Training is confirmed by the PTE issuing a credit certificate.

At the end of the A-type Training, the student takes an intermediate (credit-bearing level: B2) language exam, at the end of the B-type Training an intermediate (credit-bearing level: B2) or advanced (credit-bearing level: C1), at the end of the C-type Training advanced (credit-bearing level: C1). The state-recognized complex language exam is of the ECL type.

The final paper is a work prepared independently by the student with the help of a consultant. The topic of the final paper is related to Hungarian culture and Hungary. By preparing the final paper, the student demonstrates that they are able to gather reliable knowledge by processing Hungarian-language sources, systematize them and put them into context, as well as that they are able to use the knowledge thus acquired in accordance with the grammatical and stylistic rules of the Hungarian language, following the formal and professional requirements of the given field of study, put in writing. The final paper is 25,000–40,000 characters in the case of B-type Training, and 35,000–60,000 characters in the case of C-type Training. The preparation of the final paper is assisted by a consultant appointed from among the instructors participating in the Training. The final exam in Hungarian Studies takes place orally, in front of an examination committee. In the final exam, the student reports on the knowledge they have acquired in the given field related to the topic of their final paper.

Appendix 2:

Final paper information

for students writing a final paper
in the Hungarian language and Hungarian Studies course
as part of the Balassa Bálint Scholarship Programme

1. DETERMINATION OF THE CLOSING PROCEEDINGS

The student prepares the final paper independently with the help of the supervisor. The topic of the final paper is related to Hungarian culture and Hungary. By preparing the final paper, the student proves that they are able to collect reliable knowledge by processing Hungarian-language sources, systematize them, and put them into context, as well as that they are able to formulate the knowledge thus acquired in writing in accordance with the grammatical and stylistic rules of the Hungarian language. The final paper written with a text editor is 25,000-40,000 characters long for B-type Training, and 35,000-60,000 characters for C-type Training.

2. CONTENT EXPECTATIONS

The final paper must contain – preferably in the specified order – the following structural units:

- (1.) *Table of contents (after the cover page)*
- (2.) *Introduction*
 - A clear definition of the subject of the final paper, the research topic. Justification of the choice of topic.
 - Description of the research plan: problem statement; formulation of questions and hypotheses; description of research methods.
 - Description of the material collection: a brief description of the literature and sources used.
 - Brief structural overview of the final paper.
- (3.) *Parts of the final paper*
 - The discussion should be divided into headings, if necessary, sub-headings and, within that, paragraphs, in accordance with the train of thought. Titles and subheadings/subchapters must be numbered.
 - E.g.: 2. The reign of King Mátyás
 - 2.1. The persona of King Mátyás
 - 2.1.2. King Mátyás in folk tales, etc.
- (4.) *Summary*
 - Summary presentation of the research topic; formulation of results and conclusions. Possibilities for further research on the topic.
- (5.) *List of sources and literature used (bibliography)*
- (6.) *List of attachments / pictures / figures*
- (7.) *Résumé* in the student's native language / in the language of the student's country of origin (1 page, at the end of the final paper)

3. EDITORIAL REQUIREMENTS

The final paper should be prepared using a computer text editor, preferably based on the following form requirements:

- a) font: Times New Roman,
- b) font size: 12,
- c) line spacing: square (1.5),
- d) alignment: justified,
- e) margins: 3 cm from the left, 2 cm from the right,
- f) page number: top, middle.

The cover sheets

The following information must be indicated on the cover sheet:

- (1.) **title** (centered, with larger font size and bold font),
- (2.) genre designation:

Final paper
Hungarian language and Hungarian studies
Ministry of Economy and Foreign Affairs - Balassi Bálint scholarship program

- (3.) *year*,
- (4.) *the name and group of the author of the final paper*
- (5.) *the name of the supervisor of the final paper (with possible academic degree)*.

Reference

Verbatim quotations, adopted data, knowledge, content summaries must be marked with a reference. The additional form requirements (method of reference, form of bibliography) are determined by the supervisor, following the accepted domestic practice in the given scientific field.

4. EVALUATION OF THE CASE

The supervisor evaluates the final paper in writing and makes a proposal for the grade of the final paper.

When evaluating the final paper, the supervisor takes into account that the writer

- has chosen a relevant topic;
- has processed the most important printed and online literature on the topic, which they have discussed with the supervisor;
- in addition to presenting the literature, has formulated individual questions, problem statements, conclusions, and has adequately described their personal experiences and the results of their research;
- from the point of view of answering the question, has chosen the sources to be processed properly, and has collected enough data (linguistic corpus, interviews, etc.);
- has written the paper at the language level corresponding to their group assignment;

- has corrected the spelling, word and language usage or stylistic errors indicated by the supervisor;
- in the final paper, has properly separated the text units of their own wording from the quotations and thoughts taken from the referenced literature and sources.
- has fulfilled the scope and form requirements of the final paper.

The grade of the final paper is a ‘fail’ (1) if it does not meet the minimum content and form requirements for the final paper, or if its length falls significantly short of the prescribed minimum. The final paper must be defended in front of a committee during the examination period. **The final grade of the final paper is determined by the committee from 3 grades:**

1. a grade given by the supervisor;
2. a grade evaluating the writing of the final paper and the consultation process, which is greatly influenced by participation in the consultation process and compliance with the set deadlines;
3. a grade for the oral defense of the final paper.

The student receives the credit specified for the final paper if they attend the consultation and prepare an evaluable final paper.