

KKM
MAGYAR DIPLOMÁCIAI AKADÉMIA KFT.
STUDY REGULATIONS FOR
SCHOLARSHIP PROGRAMMES

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KKM MAGYAR DIPLOMÁCIAI AKADÉMIA KFT. STUDY REGULATIONS

I. GENERAL PROVISIONS

1) Introduction

1.1) The Ministry of Foreign Affairs and Trade (hereinafter referred to as '**Ministry**'), based on the Government Decree No. 241/2016. (VIII.16.) on the performance of cultural and scientific diplomatic tasks, performs educational and educational organization tasks and operates the Balassi Bálint Scholarship Programme (hereinafter referred to as '**Scholarship Programme**'). The Trainings (hereinafter referred to as '**Trainings**') organized by the Ministry as part of its educational and educational organization tasks are conducted with the cooperation of KKM Magyar Diplomáciai Akadémia Kft. as an adult education institution (hereinafter referred to as '**Training Institution**').

1.2) The scope of these Regulations extends to and is binding on all organizational units, Training Participant, instructors and other employees of the Training Institution who participate in, organize or otherwise provide training provided by the Training Institution.

1.3) These Regulations *enter into force on September 01, 2023.*

2) Overview of training courses

2.1) Trainings

The Training Institution operates the following Trainings for its participants (hereinafter referred to as '**Training Participants**')

- A) Hungarian Language and Cultural Studies
- B) Literary Translation Knowledge and Skills (from Hungarian to a foreign language)
- C) Baccalaureate Entrance Preparatory Programme
- D) University Preparatory Programme
- E) Balassi Summer University

2.2) Brief overview of the training courses

A) Hungarian Language and Cultural Studies

The Hungarian Language and Cultural Studies training aims to develop the knowledge of the Hungarian language and of Hungarian culture, and to strengthen the Hungarian identity of young people of Hungarian origin living in the Diaspora, during which they have the opportunity to actively get to know the country and the living Hungarian culture. The programme is announced in both regular and cross-semester order, the cross-semester application is basically aimed at young people living in scattered communities in the southern hemisphere. The programme ends with a state-recognized Hungarian language exam, at a higher language level, based on Hungarian studies, with a final paper written on a chosen topic and its defense. Within the framework of the Balassi Bálint Scholarship Programme of the Ministry of Foreign Affairs and Trade, Márton Áron Scholarship Holders, Tuition-free or Self-financed participants can participate in the training.

B) Literary Translation Knowledge and Skills (from Hungarian to a foreign language)

The Literary Translation Knowledge and Skills offers a unique programme for non-Hungarian native speakers, foreign citizens with a higher degree or who are about to graduate, who want to get to know the possibilities and techniques of translating Hungarian literature into a foreign language. During the programme, participants gain insight into the theory and practice of literary translation, as well as learn about contemporary Hungarian literature, literary criticism and theater life, and perform stylistic exercises. Their mid-year translation is also regularly assisted by a professional lector (translation consultant) in their native language. The Participants of the Training prepare a masterpiece (final translation) at the end of the Training. Within the framework of the Balassi Bálint Scholarship Programme of the Ministry of Foreign Affairs and Trade, Márton Áron Scholarship Holders, Tuition-free or Self-financed participants can partake in the training.

C) Baccalaureate Entrance Preparatory Programme

The Baccalaureate Entrance Preparatory Programme provides high-level baccalaureate preparation for young people with a secondary education (baccalaureate) entitling them to further study in higher education, who wish to continue their studies in a Hungarian higher education institution in basic and undivided education. The participants of the training must study two matriculation admission subjects as part of the Baccalaureate Entrance Preparatory Programme and take the matriculation admission exam in the May-June matriculation period. The Participants of the Training can choose from several subjects the subjects they need for matriculation admission, which they study in a high number of hours (12-20 classes per week). In accordance with their application to Hungarian higher education institutions, they take an entrance and graduation exam. Within the framework of the Balassi Bálint Scholarship Programme of the Ministry of Foreign Affairs and Trade, Márton Áron

Scholarship Holders, as well as Stipendium Hungaricum Scholarship Holders and Hungarian Diaspora Scholarship Holders, can participate in the training, free of tuition or self-financed.

D) University Preparatory Programme

University Preparatory Programme for non-Hungarian native speakers provides Hungarian language and subject preparation for young people who want to continue their studies in Hungarian universities in Hungarian. In addition to the intensive Hungarian language teaching, the basis of the training is the acquisition of the terminology of the specialized subjects chosen by the Participants of the Training, the increase of the basic knowledge of the subject and the development of the skills required in higher education. During the first period (semester) of the training, participants study the Hungarian language in a high number of hours (30 hours per week). In the second semester, the participants of the training study two or three subjects in Hungarian in groups organized according to specializations, and in addition, they continue to study the Hungarian language for 14 hours a week. At the end of the Training, the language and subject skills, abilities and competences of the participants are checked during a complex written and/or oral assessment. Within the framework of the Balassi Bálint Scholarship Programme of the Ministry of Foreign Affairs and Trade, Márton Áron Scholarship Holders, as well as Stipendium Hungaricum Scholarship Holders and Hungarian Diaspora Scholarship Holders, can participate in the training, free of tuition or self-financed.

E) Balassi Summer University

The Balassi Summer University provides four-week training primarily for university-age or young intellectuals, as well as for foreign citizens connected to Hungarian culture and Hungary.

The training includes Hungarian language classes and lectures, programmes and excursions in English related to Hungarian culture (language, literature, history, material culture, etc.). Participants are introduced to Hungary through an experiential presentation of Hungarian cultural heritage and contemporary Hungarian culture. Within the framework of the Balassi Bálint Scholarship Programme of the Ministry of Foreign Affairs and Trade, Márton Áron Scholarship Holders, Tuition-free or Self-financed participants can participate in the training.

II. PARTICIPANTS OF THE TRAINING

1) Legal status 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 agreement in force:

Márton Áron Scholarship Holder	A Márton Áron Scholarship Holder is a natural person of Hungarian origin and/or foreign citizenship who has won a 4-week (Balassi Summer University) or 9-10 month Márton Áron Scholarship (including persons with dual citizenship)
SH Scholarship Holder	A SH scholarship holder is a natural person who received a 12-month scholarship from the Stipendium Hungaricum (SH) programme
Hungarian Diaspora Scholarship Holder	is a natural person who has received a 12-month scholarship from the Hungarian Diaspora Scholarship Programme (DFP)

- B) Tuition-free status (hereinafter: ‘Tuition-free’):** employees of foreign missions in Hungary or their relatives, as well as natural persons who are exempt from paying the training fee based on interstate agreements or other legal rights.

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

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

1.2) The Scholarship Holder participating in the Training 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.

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

1.4) 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.

1.5) The Scholarship Training Participant concludes a *scholarship agreement* and/or an *adult education agreement*.

1.6) 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 agreement and/or adult education agreement.

- 1.7) The Scholarship Holder, or Tuition-free, or Self-financed status is terminated:
- 1.7.1) if the Training Participant is excluded from the Training by a disciplinary decision due to a disciplinary offence,
 - 1.7.2) if their scholarship agreement and/or adult education agreement is terminated due to breach of academic or other contractual obligations or because their scholarship obligations were not fulfilled,
 - 1.7.3) if the Training Participant interrupts their studies of their own volition;
 - 1.7.4) 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;
 - 1.7.5) at the end of the Training period specified in the scholarship agreement and/or the adult education agreement.
- 1.8) The scholarship agreement and/or the adult education agreement may contain additional provisions for the rights and obligations between the Training Institution and the Training Participant, which are not regulated here.

2) Management and schedule of the training

2.1) During the Trainings, the Training Institution performs the tasks contained in the legislation on adult education, as well as the organization of the Trainings. 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.

2.2) The work method / schedule used in the trainings: contact class working method

2.2.1) Traditional contact classes requiring the personal presence of the Training Participants (hereinafter: **in-person education**)

During in-person education, 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).

2.2.2) Real-time online / digital contact classes (hereafter **online contact class education**)

Online contact class 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 and 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 Study Regulations (hereinafter: **Regulations**) provide for the rules applicable in online contact classes education in separate points within each course.

3) The rights of the Training Participants

3.1) The Training Participant

- a) may participate in study counseling, in justified cases, as well as in classes that increase learning efficiency, and, if necessary, in individual catch-up classes if provided by the Training Institution,
- b) may participate in health counseling,
- c) may partake 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),
- d) may participate in optional extracurricular and cultural programmes and study trips organized within the framework of the Training,
- e) 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,
- f) may use, if available, the cultural and sports facilities provided by the educational location and the accommodation, and may use the equipment provided.

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

4) Obligations of the Training Participant

4.1) 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 programmes 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).

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

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

5) General rules of the trainings

5.1) The schedule of the Training year is determined by the "ACADEMIC YEAR SCHEDULE" for the given Training year. At the request of the applicant for the training, a preliminary knowledge assessment is provided, which is carried out by the head instructors, depending on the nature of the training, based on the training programme, in accordance with the professional principles of education/training and documented according to the law.

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

5.1.2) The Training 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.

5.2) The Training Participants do their study work in student groups.

5.3) The assignment of the Training Participants to student groups is carried out by the head instructor(s) based on professional aspects.

5.4) The study period of the courses is two semesters, or 4 weeks in the case of the Balassi Summer University.

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

5.6) The duration of the classes is 45 minutes.

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

5.8) 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. If the participant is more than 20 minutes late for the training session, attendance for the given training session cannot be recorded.

5.9) The rules regarding the tolerable rate of absenteeism of the Training Participant are provided for in the given course's Regulations.

5.10) 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.

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

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

5.11.2) 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.

5.11.3) 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.

6) General rules for written and oral assessments at the end of a longer study period

6.1) According to the agreement, the Training Institution or the Training Participant will take care of the writing instruments required for the written assessment and the auxiliary tools authorized by the instructor (for example, text collection, atlas, function table, pocket calculator not suitable for storing and displaying textual data).

6.2) It is forbidden to bring any technical devices (mobile phones, PDAs, iPods, translators, programmable or graphic calculators, etc.) to the written assessment – 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 assessment in the given subject will be given a 'fail' (1) or 0 points.

6.3) In the written or oral assessment, if it is provided, one may only write on the worksheet or on an empty and stamped sheet issued by the instructor. In this case, sketches and notes can only be made on empty and stamped sheets issued by the instructor, which have to be turned in along with the worksheet. Training Participant is obliged to indicate their full name on each received sheet.

6.4) It is mandatory to use a pen as a writing instrument in the written assessment and it is forbidden to use a corrector for correcting errors.

6.5) During the written assessment, it is forbidden to speak, to look at someone else's work, to copy from it, and to use nonpermitted teaching aids and technical devices. During the oral assessment, 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 thesis or the exam in the given subject is a 'fail' (1) or 0 points.

6.6) 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 assessment, on the minutes.

6.7) If the written or oral assessment 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.

6.8) **In the case of online contact class education**, knowledge can be checked (including the written and oral assessment) 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 assessments, a video call, in the case of written assessments, using shared, electronically fillable worksheets and tests that can be filled out online.

6.8.1) During the online oral assessment (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.

6.8.2) During the online oral assessment, the candidate is required to use a device (camera) used for image transmission.

6.8.3) 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.

6.8.4) 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.

6.8.5) 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.

6.8.6) 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.

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

6.9) In every case, a report is drawn up about an irregularity or an extraordinary event.

6.10) Legal remedies are excluded regarding the results of the assessments. Legal remedies are otherwise provided for in the scholarship and/or adult education contract.

7) Failure or postponement of the final assessment of the longer study period

7.1) 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.

7.2) In case of exams announced for several alternative dates during the exam 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.

8) Administration of the final examinations for the longer study period

8.1) In order to verify the candidate's identity, the examiner and/or supervising instructor is entitled to request the candidate's personal documents.

8.2) 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 serial number of the topic (with its "written"

or "oral" designation) 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.

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

III. RULES OF THE TRAINING

A) Hungarian Language and Cultural Studies

Chapter 1

HUNGARIAN LANGUAGE AND CULTURAL STUDIES

- 1) Within the framework of the Balassi Bálint Scholarship Programme (hereinafter: **'Scholarship programme'**), the Ministry of Foreign Affairs and Trade (hereinafter referred to as **'Ministry'**) provides Hungarian Language and Cultural Studies training (hereinafter referred to as **'Training'**) to foreign citizens of Hungarian origin who live in the Diaspora outside the Carpathian Basin and who speak Hungarian, and are interested in Hungarian culture.
- 2) The Training can be implemented in both regular (10 months) and cross-semester (9 months) forms.
- 3) Within the framework of the Balassi Bálint Scholarship Programme of the Ministry of Foreign Affairs and Trade, Márton Áron Scholarship, Tuition-free, or Self-financed participants can participate in the training.
- 4) The Ministry conducts the Training with the cooperation of the KKM Magyar Diplomatikai Akadémia Kft. (hereinafter referred to as the **'Training Institution'**).

Chapter 2

I) STUDY REGULATIONS

- 1) This study schedule applies to the participants of Hungarian Language and Cultural Studies.
- 2) Training is divided into training types according to language levels. According to language levels, Training Participants can be classified into "A" and "B" training types in the case of regular training time, and "Ak" and "Bk" training types in the case of a cross-semester format. As prescribed in the Training Syllabus, in the case of the "B" and "Bk" training types, the training ends with the submission and defense of the final paper prepared by the Scholarship Holder.
- 3) The Training Programme and the Training Syllabus contain a general description of the Training for each type of training, as well as the requirements to be met during the Training. The Training Syllabus is a mandatory annex to these regulations. The Training Participant will receive the training syllabus at the beginning of the training period.
- 4) The training period consists of two study (contact class) periods and one exam period after them. During the study period, the Training Participants take part in the classes specified in the Training syllabus, and in the exam period they fulfill the requirements of some course units.

II) GROUPS AND CLASS SCHEDULE

- 1) The training can be started with 4-12 people in the case of a group language class, or 4-12 people in the case of a Hungarian studies class.
- 2) The class schedule prepared for the groups includes the language and Hungarian studies course units to be completed in the given study and exam period, their instructor, their

weekly schedule and the location of the classes. The class schedule is created taking into account the Training Syllabus in such a way that the mandatory course units prescribed in the Training Syllabus are announced to the group. The head instructor or deputy head instructor responsible for the training ensures that the class schedule is announced before the start of the study period.

3) For Hungarian Language and Cultural Studies, all the course units defined in the Training Syllabus are mandatory.

III) FULFILLMENT OF STUDY OBLIGATIONS

1) The Training Participant fulfills their academic obligations by attending the classes of the teaching course units defined in the Training Syllabus and by completing the tasks related to them, as well as by successfully completing the requirements for the completion of the training.

2) During the study period, the Training Participant must participate in the classes and the designated extracurricular programmes. The fact of participation or absence is officially recorded by the instructor of the course unit in the class register organized by the Training Institution. The participants must be informed about the date of the extracurricular programmes no later than one week before the planned implementation.

3) If the Training Participant does not appear for more than 20 percent of the language classes of the given study period or more than 20 percent of the number of hours of the Hungarian studies units for the given study period, the defaulter's scholarship and/or adult education agreement may be terminated.

4) In the event of a higher than permitted, pre-announced and/or justified absence, upon the recommendation of the instructor of the course unit, the Training Institution may provide an opportunity to make up for the absence by attending additional classes or by fulfilling the reporting obligation, with which the absence rate can be reduced and the missed course material can be made up.

5) Administration related to certified absence is possible with a document handed over to the education coordinator or sent electronically. The following report of absences can be taken into account:

- a) absence notified in advance on a form, for example planned medical treatment, travel, administration, participation in a study or extracurricular programme or a family event;
- b) presentation of a medical certificate in Hungarian or English subsequently (within 3 working days).

Absences are evaluated on the basis of an individual assessment; the decision is made by the relevant head instructor or deputy head instructor.

6) Training Participants must attend a minimum of 50% of the total number of classes for each Hungarian studies subject during the given study term. If the Training Participant is absent for more than 50% of the overall number of classes for a specific subject in the given study term – this includes both pre-announced absences and classes made up by completing additional assignments – the evaluation for the given subject will be marked as "Fail".

7) If it is not possible to hold the classes at the time specified in the class schedule due to the obstruction of the instructor of the course unit, then it is obligatory to arrange for a replacement. The date of the overtime must be agreed with the participants. The time must be selected in such a way that it is suitable for at least 2/3 of the participants.

8) The Training Participant must take a state-accredited and internationally recognized ECL language exam in Hungarian during the training period.

9) The participant in the "B" and "Bk" training types 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 supervisor, and can be considered an independent work. In the first half of the first study period, the instructors participating in the training recommend topics and titles for the final paper to the Training Participants. In the first half of the study period, by the deadline set by the head instructor, but no later than the end of the first half of the study period, the Training Participant fills out a form to indicate the subject and title of their thesis (which can be changed later), as well as make a proposal for a supervisor. The person of the supervisor is determined by the head instructor or deputy head instructor responsible for the training.

10) The Training Participant is required to use the Final paper consultation held within the framework of the adult education service called Increasing Learning Efficiency. The Training Participant is expected to participate actively and communicatively in the consultation classes with the supervisor and in the consultation work. The individual final paper consultation can take place either in person or in real-time online contact classes. The presence of the Training Participant is verified by the supervisor in charge in the class register organized by the Training Institution.

11) The content and form requirements for the final paper are set out in the Final paper information given to the Training Participants. The completed final paper must be submitted in electronic form by the end of the study period. If the writer of the final paper does not complete their final paper by the submission deadline, after consultation with their supervisor, they must apply for an extension of the deadline in writing to the head instructor or deputy head instructor responsible for training.

IV) EVALUATION AND ASSESSMENT

1) The method of assessment is recorded in the Training Syllabus. The form of the oral or written assessment, uniformly applied to the entire group (e.g. short presentation or written thesis), is decided by the instructor of the course unit, taking into account the group's linguistic preparation, according to professional considerations.

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(s), the instructor of the course unit evaluates the knowledge of the Training Participants with a five-level merit grade. The grades are: excellent (5), good (4), average (3), satisfactory (2) and fail (1).

3) The grade is recorded in writing by the instructor of the course unit and authenticated by their signature on the evaluation sheet. The grade must be communicated to the Participant no later than the end of the exam periods.

4) The corrected written paper can be viewed by the Training Participant. The oral assessment 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 Training Participant.

5) Participants must be informed at least one week in advance of the date and topic of the written assessment in class. Those who are absent must be given the opportunity to report back within two weeks.

6) In the case of course units outside of classes, which end with an assessment during the exam period, at least two dates must be provided during the exam period. The dates and the knowledge material checked during the assessment must be agreed with the participants, and

they must be made public by the first day of the exam period, but at least 15 days before the scheduled date. The assessment is held by the instructor of the course unit, which can be deviated from by the decision of the head instructor or deputy head instructor.

- 7) The opportunity to repeat an unsuccessful exam must be provided once.
- 8) If the Training Participant is not satisfied with the offered credit, they can initiate the possibility of correction with the instructor of the course unit. Knowing the performance of the participant up to that point, the instructor decides whether to provide an opportunity for improvement. There is no legal remedy against the decision.
- 9) At the end of the first half of the study period, the Training Participant will give an account of their knowledge of the course units started. If they receive a 'fail' (1) grade on the assessment of any course unit, or if they do not complete the assessment, their scholarship agreement may be terminated.
- 10) At the end of the course units, the Training Participant will receive the appropriate qualification if they achieve at least 60% in the Hungarian language tests, and complete the Hungarian studies course units with at least satisfactory (2) grades.
- 11) The language exam of the type specified in the Training Syllabus will be taken at the end of the study period.
- 12) The final paper defense is attended by Training Participants who prepared the final paper. The supervisor evaluates the final paper textually and makes a proposal for the grade. The final paper is defended orally, before a committee of at least two members. The members of the committee are invited by the head instructor or deputy head instructor responsible for the training. The supervisor who evaluates the final paper is a member of the committee. At the final paper defense, the Training Participant gives an account of the knowledge they have acquired in the given field in relation to the topic of their thesis. The final paper, the final paper consultation and the oral exam of the Training Participant are evaluated separately by the committee with a five-point grade. The average of these three partial grades gives the final grade for the final paper defense. The partial grades and the final grade are recorded on the evaluation sheet by the chairman of the committee. The final paper defense is public, but publicity can be limited at the request of the participant.

V) CERTIFICATION FOR COMPLETION OF TRAINING

- 1) The Training Institution issues a certificate to the Training Participants if the study, absence and other conditions stipulated in the adult education contract are met.
- 2) At the end of the training period, the Ministry can provide Training Participants with a certificate of their studies upon request.
- 3) The state-accredited language exam prescribed in the Training Syllabus is certified by a separate internationally recognized certificate.

B) Literary Translation Knowledge and Skills (from Hungarian to a foreign language)

Chapter 1

LITERARY TRANSLATION KNOWLEDGE AND SKILLS

- 1) Within the framework of the Balassi Bálint Scholarship Programme (hereinafter referred to as the '**Scholarship Programme**'), the Ministry of Foreign Affairs and Trade (hereinafter referred to as '**Ministry**') in cooperation with the Hungarian Translation House Foundation provides training (hereinafter referred to as '**Training**') entitled Literary Translation Knowledge and Skills (from Hungarian to Foreign Language) to those foreign nationals, who are seriously interested in the Hungarian language and literature and its interpretation in their mother tongue.
- 2) The Training can be implemented in both regular (10 months) and cross-semester (9 months) forms.
- 3) Within the framework of the Balassi Bálint Scholarship Programme of the Ministry of Foreign Affairs and Trade, Márton Áron Scholarship, Tuition-free, or Self-financed participants can participate in the training.
- 4) The Ministry conducts the Training with the cooperation of the KKM Magyar Diplomáciai Akadémia Kft. (hereinafter referred to as the '**Training Institution**').

Chapter 2

I) STUDY REGULATIONS

- 1) This study schedule applies to Participants in the Literary Translation Knowledge and Skills.
- 2) The Training Programme and Training Syllabus for the Literary Translation Knowledge and Skills include the general description of the training, the course units to be completed during the training, and the requirements. The Training Syllabus is a mandatory annex to these regulations. The Training Participant will receive the training syllabus at the beginning of the training period.
- 3) The training period consists of two study (contact class) periods and one professional week each following them. During the study period, Training Participants take part in the classes defined in the Training Syllabus, and in the exam period they fulfill the requirements of some course units and take part in a workshop (Translator's Creative Week).
- 4) The work of the Training Participant is supported by a professional lector (consultant) in their native language in the form of individual preparation. During the entire duration of the training, the consultant checks the work of the Training Participant from a professional point of view: they review the translations every 2-3 weeks, suggest corrections in the form of a personal conversation, and support the professional development of the Training Participant.

II) CLASS SCHEDULE

- 1) The class schedule prepared for the Training Participants includes the course units to be completed in the given study period, their instructor, their weekly schedule and the location of the classes.
- 2) The class schedule is created taking into account the Training Syllabus in such a way that the mandatory course units prescribed in the Training Syllabus are announced to the group.

- 3) The head instructor or deputy head instructor responsible for the training and the professional coordinators of the Training ensure that the class schedule is announced before the start of the study period.
- 4) On the Literary Translation Knowledge and Skills Training, all of the course units specified in the Training Syllabus are mandatory.

III) FULFILLMENT OF STUDY OBLIGATIONS

- 1) The Training Participant fulfills their academic obligations by attending the classes of the teaching course units defined in the Training Syllabus and by completing the tasks related to them, as well as by successfully completing the requirements for the completion of the training.
- 2) During the study period, the Training Participant must participate in the classes and the designated extracurricular programmes. The fact of participation or absence is officially recorded by the instructor of the course unit in the class register organized by the Training Institution. The participants must be informed about the date of the extracurricular programmes no later than one week before the planned implementation.
- 3) If the Training Participant does not appear for more than 20 percent of the number of hours of any of the course units within the training for the given study period, the defaulter's scholarship and/or adult education agreement may be terminated.
- 4) In the event of a higher than permitted, pre-announced and/or justified absence, upon the recommendation of the instructor of the course unit, the Training Institution may provide an opportunity to make up for the absence by attending additional classes or by fulfilling the reporting obligation, with which the absence rate can be reduced and the missed course material can be made up.
- 5) Administration related to certified absence is possible with a document handed over to the education coordinator or sent electronically. The following report of absences can be taken into account:
 - a) absence notified in advance on a form, for example planned medical treatment, travel, administration, participation in a study or extracurricular programme or a family event;
 - b) presentation of a medical certificate in Hungarian or English subsequently (within 3 working days).

Absences are evaluated on the basis of an individual assessment; the decision is made by the relevant head instructor or deputy head instructor.

- 6) Training Participants must attend a minimum of 50% of the total number of classes for each subject during the given study term. If the Training Participant is absent for more than 50% of the overall number of classes for a specific subject in the given study term – this includes both pre-announced absences and classes made up by completing additional assignments – the evaluation for the given subject will be marked as "Fail".
- 7) If it is not possible to hold the classes at the time specified in the class schedule due to the obstruction of the instructor of the course unit, then it is obligatory to arrange for a replacement. The date of the overtime must be agreed with the participants. The time must be selected in such a way that it is suitable for at least 2/3 of the participants.
- 8) During the training period, the Training Participant is obliged to prepare a masterpiece. The masterpiece (final translation) is the translation of a Hungarian literary work or part of a work of their choice into their native language. By the end of the first half of the study period at the latest, the Training Participant must indicate in writing to the professional

coordinators of the Training the topic of their masterpiece on the form provided for this purpose, which is countersigned by the Training coordinators.

9) Training Participants are required to use the Translation consultation held within the framework of the adult education service called Increasing Learning Efficiency. Training Participants are expected to actively and communicatively participate in the consultation hours with the consultant and in the consultation work. The individual consultation takes place in the form of real-time online contact classes. The presence of the Training Participant is verified by the consultant in charge in the class register organized by the Training Institution.

10) The content and form requirements for the masterpiece are recorded in the Training Syllabus. The completed masterpiece must be submitted in printed and electronic form by the date specified in the Training Regulations, but no later than the end of the study period.

IV) EVALUATION AND ASSESSMENT

1) The method of assessment is recorded in the Training Syllabus. The form of the oral or written assessment, uniformly applied to the entire group (e.g. short presentation or written thesis), is decided by the instructor of the course unit, taking into account the group's linguistic preparation, according to professional considerations.

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(s), the instructor of the course unit evaluates the knowledge of the Training Participants with a five-level merit grade (the grades are: excellent [5], good [4], average [3], satisfactory [2] and fail [1]) or with a simple rating (pass / fail).

3) The grade is recorded in writing by the instructor of the course unit and authenticated by their signature on the evaluation sheet. The grade must be communicated to the Participant no later than the end of the exam periods.

4) The corrected written paper can be viewed by the Training Participant. The oral assessment debriefing 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 Training Participant.

5) Participants must be informed at least one week in advance of the date and topic of the written assessment in class. Those who are absent must be given the opportunity to report back within two weeks.

6) In the case of course units outside of classes, which end with an assessment during the exam period, at least two dates must be provided during the exam period. The dates and the knowledge material checked during the assessment must be agreed with the participants, and they must be made public by the first day of the exam period, but at least 15 days before the scheduled date. The assessment is held by the instructor of the course unit, which can be deviated from by the decision of the head instructor or deputy head instructor.

7) The opportunity to repeat an unsuccessful exam must be provided once.

8) If the Training Participant is not satisfied with the offered credit, they can initiate the possibility of correction with the instructor of the course unit. Knowing the performance of the participant up to that point, the instructor decides whether to provide an opportunity for improvement. There is no legal remedy against the decision.

9) At the end of the first half of the study period, the Training Participant will give an account of their knowledge of the course units started. If they receive a 'fail' (1) grade on the

assessment of any course unit, or if they do not complete the assessment, their scholarship agreement may be terminated.

10) During the completion of the course units evaluated with grades, the Training participant receives the appropriate qualification if they complete them with at least a satisfactory (2) grade.

11) The consultant or a designated opponent evaluates the masterpiece in text according to the criteria determined by the professional coordinators of the Training and makes a proposal for the grade.

12) The work of the Training Participant during the training period is evaluated by the professional coordinators of the Training with a five-level grade based on the results of the course units and the grade of the masterpiece.

V) CERTIFICATION FOR COMPLETION OF TRAINING

1) The Training Institution issues a certificate to the Training Participants if the study, absence and other conditions stipulated in the adult education contract are met.

2) At the end of the training period, the Ministry can provide Training Participants with a certificate of their studies upon request.

C) Baccalaureate Entrance Preparatory Programme

Chapter 1

BACCALAUREATE ENTRANCE PREPARATORY PROGRAMME

- 1) Within the framework of the Balassi Bálint Scholarship Programme (hereinafter referred to as the '**Scholarship Programme**'), the Ministry of Foreign Affairs and Trade (hereinafter referred to as '**Ministry**') provides preparatory training for baccalaureate entrance (hereinafter referred to as '**Training**') for all those who have a secondary education that entitles them to further study in higher education and who wish to continue their studies in a Hungarian higher education institution.
- 2) Within the framework of the Balassi Bálint Scholarship Programme of the Ministry of Foreign Affairs and Trade, Márton Áron Scholarship Holders, as well as Stipendium Hungaricum Scholarship Holders and Hungarian Diaspora Scholarship Holders, Tuition-free or Self-financed participants can participate in the training.
- 3) The Ministry conducts the Training with the cooperation of the KKM Magyar Diplomáciai Akadémia Kft. (hereinafter referred to as '**Training Institution**').

Chapter 2

I) STUDY REGULATIONS

- 1) These regulations apply to the participants of the preparation course for baccalaureate entrance.
- 2) In the Training, the Participants study two baccalaureate-entrance subjects. The subjects are selected taking into account the possibilities given in the admissions information for the given year, as well as the possible subject pairs in the preparatory training specified in the scholarship application.
- 3) The curriculum of the subjects taught in the Training is included in the Training programmes designed according to the graduation requirements of these subjects.
- 4) The training period consists of two study (contact class) periods. Study periods are divided by exam periods.
- 5) During the training, participation in additional, catch-up classes, programmes, and excursions related to each subject is mandatory for scholarship students.

II) GROUPS AND CLASS SCHEDULE

- 1) The groups are composed taking into account the prior knowledge level of the Training Participants, the graduation level required for admission, and other factors (e.g. class schedule). The formation of the groups is ensured by the head instructor or deputy head instructor.
- 2) The Training Participant may change the subject(s) selected during the application for the Training within two weeks of the start of the Training, by submitting a request to the head instructor. A subject change later than this can only take place in very justified cases, on the basis of an individual request submitted to the competent manager responsible for training.
- 3) In Training, groups can be started with 4-16 people. Deviations from the staffing limit may be made with the permission of the head instructor or deputy head instructor responsible for training.
- 4) The head instructor will arrange the class schedule.

III) FULFILLMENT OF STUDY OBLIGATIONS

1) The Training Participant fulfills their academic obligations by attending the classes of the studied subjects and completing the tasks related to them, as well as by successfully completing the assessments required for the conclusion of the training.

2) During the study period, the Training Participant is obliged to attend classes and specific extracurricular programmes. 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 programmes no later than one week before the planned implementation.

3) The maximum permitted absence is 20% of the total hours of the training.

4) If the permitted absence is exceeded in a certified manner, the Training Participant may be given the opportunity to make up for the absence by attending additional classes or by fulfilling the reporting obligation.

5) In the event of a higher than permitted, pre-announced and/or justified absence, upon the recommendation of the instructor of the course unit, the Training Institution may provide an opportunity to make up for the absence by attending additional classes or by fulfilling the reporting obligation, which can reduce the absence rate and make up for the missed course material.

6) Administration related to certified absence is possible with a document handed over to the education or sent electronically. The following are the ways to report absences that can be taken into account:

a) absence notified in advance on a form, for example planned medical treatment, travel, administration, participation in a study or extracurricular programme or a family event;

b) presentation of a medical certificate in Hungarian or English subsequently (within 3 working days).

Absences are evaluated on the basis of an individual assessment; the decision is made by the relevant head instructor or deputy head instructor.

7) If it is not possible to hold the classes at the time specified in the class schedule due to the obstruction of the instructor of the subject, it is obligatory to arrange for replacement. The date of the overtime must be agreed with the Participants. The time must be selected in such a way that it is suitable for at least 2/3 of the Participants.

IV) EVALUATION AND ASSESSMENT

The academic progress of the Training Participants is supported by mid-course evaluations: short written tests, oral test, short presentations, and unit tests.

1) Unit test

1.1) During the training year, the Training Participants will write unit tests in class from the major topics of the given subject.

1.2) The Training Participant is obliged to write at least 80% of the unit tests for each subject during the Training year.

1.3) If the Training Participant missed more than 20% for reasons not attributable to them (by submitting a pre-announced absence form or with a subsequently submitted medical certificate), the instructor or the head instructor responsible for the training may offer them a substitute opportunity to write the make-up test.

2) Autumn central test

2.1) During the autumn, the Training Participants will write a central test covering the topics they have studied up to that point (in October/November).

2.2) Participation in the central test is mandatory.

2.3) If the Training Participant does not write the central paper for reasons beyond their fault (by handing in a pre-announced absence form or with a subsequently submitted medical certificate), the instructor(s) will appoint a new date for the paper to be made up in consultation with the head instructor. If the Training Participant does not appear at the appointed time, the result of their central paper will be 0%.

2.4) The scholarship agreement may be terminated if the result of the Training Participant's central test remains below 50% in any studied subject.

3) First study term assessment and the end-of-training assessment

3.1) The Training Participants will take part in an assessment in both studied subjects twice during the Training year, at the end of the first study term, (written and oral first study term assessment in December), and at the end of the second study term (end of training assessment, in March-April in written form, in May-June in oral form). The final assessments consist of a written/practical and an oral part. In the case of the mathematics subject, the intermediate level final assessment is done only in written form.

3.2) Participation in the assessment at the end of the Training phase and the assessment at the end of the Training is mandatory.

3.3) Evaluation of the final assessment by subject

In the case of individual subjects, the maximum possible score in the written and oral parts of the assessment

Subject	Intermediate level		Advanced level	
	Written/practical	Oral	Written/practical	Oral
English language	117	33	120	30
Biology	100	50	100	50
Physics	90	60	100	50
Geography	90	60	100	50
Digital culture (Information Technology)	100	50	120	30
Chemistry	100	50	100	50
Hungarian language and literature	100	50	100	50
Mathematics	100	-	115	35
History	100	50	100	50

3.4) Unsuccessful final assessment

3.4.1) First study term assessment

3.4.1.1) The result of the assessment is unsuccessful if the total score for the two parts of the assessment (written/practical and oral) remains below 50% of the available total score.

3.4.1.2) The scholarship agreement may be terminated if the result of the Participant in first study term assessment remains below 50% in any studied subject.

3.4.2) The written part of the end-of-training assessment

3.4.2.1) The written part of the end-of-training assessment is unsuccessful if their score remains below 50% of the available score.

3.4.2.2) The scholarship agreement may be terminated if the result of the written part of the end-of-training assessment remains below 50% in any studied subject.

3.4.3) The oral part of the end-of-training assessment

3.4.3.1) The oral part of the end-of-training assessment is unsuccessful if the score of the exam remains below 50% of the available score.

3.4.3.2) The scholarship agreement may be terminated if the result of the oral assessment at the end of the training is below 50% in any studied subject.

3.4.4) End-of-training assessment

3.4.4.1.) The end-of-training assessment (written/practical and oral) is considered unsuccessful if the total score for the two parts remains below 50% of the available total score.

3.4.4.2.) The scholarship agreement may be terminated if the total result of the end-of-training assessment remains below 50% in any studied subject.

V) CERTIFICATION FOR COMPLETION OF TRAINING

1) The Training Institution issues a certificate to the Training Participants if the study, absence and other conditions stipulated in the adult education agreement are met.

2) At the end of the training period, the Ministry can provide Training Participants with a certificate of their studies upon request.

D) University Preparatory Programme

Chapter 1

UNIVERSITY PREPARATORY PROGRAMME

- 1) The Ministry of Foreign Affairs and Trade (hereinafter referred to as ‘**Ministry**’) provides Hungarian language and specialized subject university preparatory training (hereinafter referred to as ‘**Training**’) as part of its educational and educational organizing tasks for all those who, as foreign citizens, have a secondary education that entitles them to further study in higher education and wish to continue their studies in a Hungarian higher education institution.
- 2) Within the framework of the Balassi Bálint Scholarship Programme of the Ministry of Foreign Affairs and Trade, Márton Áron Scholarship Holders, Stipendium Hungaricum Scholarship Holders and Hungarian Diaspora Scholarship Holders, as well as Tuition-free and Self-financed participants, can participate in the training.
- 3) The Ministry conducts the Training with the cooperation of KKM Magyar Diplomáciai Akadémia Kft. (hereinafter referred to as ‘**Training Institution**’).

Chapter 2

I) STUDY REGULATIONS

- 1) This study schedule applies to University Preparatory Programme.
- 2) Training Participants can take part in a language level assessment before the start of the training period. Based on the result of the level assessment, they can start their studies in a group formed according to the language level of the Training Participant.
- 3) In addition to Hungarian as a foreign language, Training Participants also study subjects corresponding to the given specialization during the academic year.
- 4) The Training Participant may change the field of specialization selected during the application for the Training no later than two weeks before the start of the specialized subject training, by submitting a request to the head instructor or deputy head instructor responsible for the training. A change of specialization later than this can only take place in very justified cases.
- 5) The general description of the subjects taught in the Training and the requirements to be fulfilled during the training are contained in the Training programmes.
- 6) The training period consists of two semesters, during which the study periods are divided by scheduled assessments. Completion of the central test and the mid-term (December) and spring assessments is mandatory.
- 7) During the Training, participation in additional, catch-up classes, programmes, and excursions related to each subject is mandatory for those participating in the Training.

II) GROUPS AND CLASS SCHEDULE

- 1) The groups are composed taking into account the prior choice of specialization and the level of Hungarian language knowledge of the Training Participants, as well as other factors

(e.g. class schedule). The formation of the groups is ensured by the head instructor or deputy head instructor responsible for training.

- 2) The Training Participant may submit a request for a change of group or specialisation to the competent head instructor or deputy head instructor responsible for the Training.
- 3) In Training, groups can be started with 4-16 people. Deviations from the staffing limit may be made with the permission of the head instructor or deputy head instructor responsible for training.
- 4) The head instructor or deputy head instructor responsible for training ensures that the class schedule is compiled.

III) FULFILLMENT OF STUDY OBLIGATIONS

- 1) The Training Participant fulfills their academic obligations by attending the classes of the studied subjects and completing the tasks related to them, as well as by successfully completing the assessments required for the conclusion of the training.
- 2) During the study period, the Training Participant is obliged to attend classes and specific extracurricular programmes. The instructor of the subject records the fact of participation or absence in the class register organized by the Training Institution. The participants must be informed about the date of the extracurricular programmes no later than one week before the planned implementation.
- 3) One can stay away from a maximum of 20 percent of the classes.
- 4) In the event of a higher than permitted, pre-announced, justified, and certified absence, upon the recommendation of the instructor of the training programme, the Training Institution may provide an opportunity to make up for the absence by attending additional classes or by fulfilling the reporting obligation, with which the absence rate can be reduced and the missed course material can be made up.
- 5) Administration related to certified absence is possible with a document handed over to the education coordinator or sent electronically. The following are ways to report absences that can be taken into account:
 - a) absence notified in advance on a form, for example planned medical treatment, travel, administration, participation in a study or extracurricular programme or a family event;
 - b) presentation of a medical certificate in Hungarian or English subsequently (within 3 working days).

Absences are evaluated on the basis of an individual assessment; the decision is made by the relevant head instructor or deputy head instructor.

- 6) If it is not possible to hold the classes at the time specified in the class schedule due to the obstruction of the instructor of the course unit, then it is obligatory to arrange for replacement. The date of the overtime must be agreed with the participants. The time must be selected in such a way that it is suitable for at least 2/3 of the participants.

IV. ADMISSION TO HIGHER EDUCATION

- 1) It is mandatory for Stipendium Hungaricum and Hungarian Diaspora Scholarship Holders participating in the Training to apply to at least one higher education institution. If the Training Participant does not submit an application during the higher education application process coordinated by the Tempus Public Foundation, then – as the University Preparatory

Programme thus loses its purpose – the scholarship and/or adult education agreement may be terminated.

2) For training participants studying within Stipendium Hungaricum and Hungarian Diaspora Scholarship Programmes, the higher education institutions hold an entrance aptitude and/or written and/or oral assessment, the conditions of which are determined by the higher education institutions themselves.

3) If the Stipendium Hungaricum and Hungarian Diaspora Scholarship Holder is not admitted to any institution as a result of the higher education application process coordinated by the Tempus Public Foundation, their scholarship and/or adult education agreement may be terminated.

V) CERTIFICATION FOR COMPLETION OF TRAINING

1) The Training Institution issues a certificate to the Training Participants if the study, absence and other conditions stipulated in the adult education agreement are met.

2) At the end of the training period, the Ministry can provide Training Participants with a certificate of their studies upon request.

Chapter 3

HUNGARIAN AS A FOREIGN LANGUAGE

During the University Preparatory Programme, participants with a Beginner Hungarian language level are required to complete three Hungarian as a foreign language training programmes totaling 600 hours.

The first, Hungarian as a foreign language – university preparatory programme, general language training, level A1–A2, 300-hour programme.

The second, Hungarian as a foreign language – university preparatory programme, general language training, B1 level, 180-hour programme.

The third, Hungarian as a foreign language – university preparatory programme, professional language training, B2 level, 120-hour programme

Participants joining the Training with existing knowledge of the Hungarian language are required to complete the Hungarian as a foreign language programme or programmes corresponding to their language level.

1) Evaluation during study period

1.1) During the training year, forms of evaluation of the course material: oral report, test (short test and unit test).

1.2) Evaluation of tests and central tests:

Percentage result	Grade
0 –59%	fail (1)
60–69%	satisfactory (2)

70–79%	average (3)
80–89%	good (4)
90–100%	excellent (5)

1.3) During the training year, the Training Participant must write at least two successful unit tests (at least with satisfactory grades) per training programme.

2) Assessments at the end of the training stages

Hungarian as a foreign language training programmes end with a written and oral assessment.

The A1-A2 level programme closes in December, the mid-term assessment.

The B1 level programme closes at the end of March, beginning of April, the spring assessment.

The B2 level programme closes in June, the year-end assessment.

The terms and procedures of the semester, spring and end-of-year assessments (hereinafter referred to as '**Final Assessments**') are the same.

2.1) Conditions for admission to Final Assessments

2.1.1) The Scholarship Holder participating in the Training may not be admitted to the examination if their absence exceeds 20% of the total number of hours of the training programme.

2.1.2) A Training Participant, who cannot be admitted to final examinations due to the rate of their absence, may apply to the head instructor or deputy head instructor responsible for the training with an equity request, in which they can request to be admitted to final examinations and to make up for their absence, providing reasons. The application must be submitted at least 15 working days before the period specified in the Academic year schedule for Final Assessments.

2.2) The course of the Final Assessments

All participants first give a written account of their knowledge.

The written one is followed by the oral assessment:

1. The oral assessment takes place on the basis of a list of exam topics issued in advance.
2. The participant may not return the drawn exam question or draw an additional or other one.
3. In the case of unsuccessful presentation of the drawn exam topic, the instructor may ask additional questions from the entire curriculum of the given course unit.

2.3) Evaluation of the Final Assessments

The written assessments at the end of the training programmes are evaluated in the form of a percentage.

Determining the grade based on the percentage result:

Percentage result	Grade
0 –59%	fail (1)
60–69%	satisfactory (2)

70–79%	average (3)
80–89%	good (4)
90–100%	excellent (5)

2.3.1) Those whose written performance in Hungarian as a foreign language does not reach 60%, their grade is ‘fail’ (1) and cannot be released for oral assessment. In this case, the grade of the entire assessment and its classification is ‘fail’.

2.3.2) The committee determines the result of the oral assessment immediately after the oral test.

2.3.3) Determination of the grade: 1/2 of the written result and 1/2 of the oral result are counted according to the dominance of the written grade and taking into account the specificities of the language performance according to the following table:

The written grade	The oral grade	Exam grade	Classification
1	--		<i>fail</i>
2	1	1	<i>fail</i>
	2	2	pass
	3	2 if the written exam is over 66%: 3	pass
	4	3	pass
	5	3 if the written exam is over 66%: 4	pass
3	1	1	<i>fail</i>
	2	3	pass
	3	3	pass
	4	3 if the written exam is over 76%: 4	pass
	5	4	pass
4	1	1	<i>fail</i>
	2	3	pass
	3	4	pass
	4	4	pass
	5	4 if the written exam is over 86%: 5	pass
5	1	1	<i>fail</i>
	2	3	pass
	3	4	pass
	4	5	pass

The written grade	The oral grade	Exam grade	Classification
	5	5	pass

2.3.4) Classifications that can be obtained at the end of the final examinations of each training programme: pass and fail. Requirement level for a suitable classification: at least 60 %. Fail rating: performance below 60%.

2.4) Consequences of an assessment classified as ‘fail’

2.4.1) In the event of an assessment classified as ‘fail’, the Training Institution provides the Training participant the opportunity to correct it on one occasion.

2.4.2) If the assessment of the Training Participant is unsuccessful, or even after the possibility of improvement is not classified, the scholarship agreement with the participant can be terminated unilaterally.

3) Evaluation of mid-year performance

3.1) After the spring assessment, before admission to the higher education institutions, the mid-year performance of the Training Participants will be evaluated by the Hungarian as a foreign language instructor(s) with a grade of 1-5. The grade should reflect:

- the average result of the assessments that support progress and preparation during the completion of the course units;
- by weighting the results of the final examinations (semester and spring) of each training programme.

3.2) The grade given as an evaluation of the mid-year performance may differ from the average results by no more than one grade, taking into account the other performances provided by the Training Participant (progress, homework, short presentation, etc.).

4. The end-of-year assessment in Hungarian language

4.1. The material of the Hungarian language assessment at the end of the year is B2 language level.

4.2. In terms of Hungarian as a foreign language, the studies of the Scholarship Holder participating in the Training can be considered successful if the end-of-year Hungarian language assessment at the end of the Hungarian language section is appropriately rated. After successfully completing the end-of-year assessment, if the number of missed classes does not reach 20% of the classes, the participants will receive a B2 level certificate in Hungarian as a foreign language, which they must submit to the universities during the higher education admissions process.

Chapter 4

SPECIALIZED SUBJECTS

In addition to Hungarian as a foreign language, the Training Participants also study subjects corresponding to the given specialization during the training year.

In the case of specialized subjects, the mid-course performance is evaluated with a grade determined for each subject after the second central assessment, and at the end of the training year with a written and/or oral final assessment of the individual subjects.

1) Evaluation of inter-training work

1.1) During the training year, forms of evaluation of the course material: oral report, test (short written test and unit test) and central evaluation.

1.2) Evaluation of tests and central assessments:

Percentage result	Grade
0–40%	fail (1)
41–60%	satisfactory (2)
61–75%	average (3)
76–85%	good (4)
86–100%	excellent (5)

1.3) Based on their academic progress, after the second central assessment, before their entrance exam to the higher education institution, the Training Participants will receive grades between 1 and 5 in each subject.

1.3.1) The grade evaluating the inter-training work must reflect the inter-training performance, therefore this value is calculated as a weighted average result of the oral reports, tests and central assessments. In the weighted average, the results of oral reports and short tests count once, unit tests have a double weight, and central assessments have a triple weight.

2.) Final assessment of the subject at the end of the training year

2.1.) The course of the final assessment

2.1.1) The subject-specific final assessment of the Training Participants consists of a written and/or oral part

2.1.2.) The final assessment at the end of the training year covers the entire curriculum.

2.1.3) The oral assessment takes place in front of a committee, based on a list of topics issued in advance. The instructor leading the assessment and the committee members can ask questions from the entire material of the given subject during the assessment. The mid-term result cannot be taken into account in the final assessment.

2.2.) Types of final accounts according to the individual specializations:

Faculty of Arts: cultural history and communication: final written and oral assessment, social studies: final written assessment, history: final oral assessment. *Health specialization:* biology: final written and oral assessment, chemistry: final written and oral assessment. *Economics major:* economics: final oral assessment, mathematics: final written and oral assessment, history: final oral assessment. *General engineering specialization:* physics: final written and oral assessment, mathematics: final written and oral assessment. *Bioengineering specialization:* biology: final oral assessment, chemistry: final oral assessment, mathematics: final written and oral assessment. *Engineering-IT specialization:* physics: final written assessment, information technology: final oral assessment, mathematics: final written and oral assessment. *Chemical engineering major:*

physics: final oral assessment, chemistry: final oral assessment, mathematics: final written and oral assessment.

2.3) Evaluation of the written assessment at the end of the training year

Percentage result	Grade
0 – 40%	fail (1)
41 – 60%	satisfactory (2)
61 – 75%	average (3)
76 – 85%	good (4)
86 – 100%	excellent (5)

2.4) Training Participants can improve their fail result (grade '1') of their final assessment only once.

2.5) Rules of specialized subject retake examination:

- Retake exams can be made for all specialized subjects studied at the time set by the Training Institution, for which the final assessment was unsuccessful.
- The rules of the specialized subject final assessment apply to the evaluation of the written retake exam and to the determination of the grade received for the assessment.
- It is not possible to repeat an unsuccessful retake exam.
- If the Training participant does not appear in the written and/or oral part of the retake exam, the given assessment or assessment part is considered a 'fail' (1).

2.6) Determining the grade of the final assessment:

The overall result of the final assessment consists of the written and the oral part. The overall result at the end of the training is calculated according to the table below:

The written grade	The oral grade	The grade of the final assessment
1	An oral assessment cannot be taken in the event of an unsuccessful written or retake exam.	1
2	1	1
	2	2
	3	2
	4	3
	5	3
3	1	2
	2	2
	3	3
	4	3
	5	4
4	1	2
	2	3
	3	4
	4	4
	5	5
5	1	3
	2	3
	3	4
	4	5
	5	5

E) Balassi Summer University

Chapter 1

BALASSI SUMMER UNIVERSITY

- 1) Within the framework of the Ministry's Balassi Bálint Scholarship Programme, summer university training is provided to foreign citizens of Hungarian origin or native speakers and non-Hungarian origin or native speakers who wish to expand their knowledge of the Hungarian language and culture.
- 2) The Balassi Summer University (hereinafter referred to as **“Training”**) is held during the summer for a period of 4 weeks.
- 3) Within the framework of the Balassi Bálint Scholarship Programme of the Ministry of Foreign Affairs and Trade, Márton Áron Scholarship, Tuition-free, or Self-financed participants can participate in the training.
- 4) The Ministry conducts the Training with the cooperation of the KKM Magyar Diplomáciai Akadémia Kft. (hereinafter referred to as the **“Training Institution”**).

Chapter 2

I) STUDY REGULATIONS

- 1) These regulations apply to the participants of the Balassi Summer University.
- 2) The Training Participants are in groups according to their knowledge of the Hungarian language in Hungarian language classes, as well as in cultural programmes related to various areas of Hungarian culture - literary, linguistic, historical, ethnographic, cultural history, gastronomy, etc. they take part in lectures, seminars, workshops, as well as visits to exhibitions and museums, and excursions. Participating in some of the culturally themed lectures, seminars, and workshops is mandatory and free of charge, while others can be chosen as an optional option at their own expense.
- 3) The schedule of the language groups of the Balassi Summer University organized in a given year, as well as the themes and dates of the lectures and workshops, will be announced after the language level assessment. Group assignment is handled by the relevant manager responsible for training.
- 4) At the Balassi Summer University, language classes can be started with 4-12 people. The number of participants in cultural programmes is not limited, with the exception of seminar-type sessions in which 4-24 people can participate, as well as visits to exhibitions and museums with a limited number of people. In the case of seminar sessions, the number limit may be deviated from with the permission of the relevant head instructor responsible for the training.

II) FULFILLMENT OF STUDY OBLIGATIONS

- 1) The Training Participant can successfully complete the Balassi Summer University by completing the Hungarian language classes, as well as the mandatory cultural programmes and tasks related to them, and by successfully completing the assessment required to conclude the training.
- 2) In order to effectively hold the Hungarian language classes of the Training and to run its cultural programmes smoothly, the Training Participant is obliged to register in advance, to

announce their absence from the programmes - if possible - in advance, and to verify their absence afterwards.

3) The Training Participant may miss a maximum of 20 percent of the Hungarian language classes. If the absenteeism rate is higher than allowed, the Training Participant cannot receive a certificate of the Hungarian language programme of the Training.

4) The Scholarship Holder participating in the Training may miss up to 20 percent of the mandatory cultural programmes.

5) If the Training Participant does not attend more than 20 percent of the language classes and/or more than 20 percent of the cultural programmes, the scholarship and/or the adult education agreement may be terminated.

6) Based on an individual assessment, in particularly justified cases, the competent manager responsible for the training may grant an exemption from participation in the Hungarian language or compulsory cultural programmes. The condition for this is that the Training Participant submits a request for exemption in advance, with justification.

III) EVALUATION AND ASSESSMENT

1) The Training Participant concludes their Hungarian language studies with an exam at the end of the Training.

2) In justified cases, based on a prior request, the exam can be brought forward. The application will be judged by the competent head instructor responsible for the training.

IV) CERTIFICATION FOR COMPLETION OF TRAINING

1) The Training Institution issues a certificate to the Training Participants if the conditions are met.

2) At the end of the training period, the Ministry can provide Training Participants with a certificate of their studies upon request.

IV. APPENDICES

Appendix 1

TRAINING SYLLABUS

Hungarian Language and Cultural Studies

1. General description of the training

The purpose of the complex Hungarian Language and Cultural Studies training is to help strengthen the Hungarian connections and identity of young people of Hungarian origin living in the Diaspora, as well as to prepare them for the cultural organization work to be carried out among the Hungarian diaspora. It aims to achieve this goal on the one hand by developing language skills and on the other hand by providing up-to-date knowledge about Hungarian culture and Hungary. The training is coordinated by the Ministry of Foreign Affairs and Trade (hereinafter: 'Ministry'). The courses are conducted by KKM Magyar Diplomáciai Akadémia Kft. as a Training Institution on behalf of the Ministry.

Young people of Hungarian origin, but not living in the countries of the Carpathian Basin, who are at least 18 years old can apply for the Training. The Training assumes prior knowledge of the Hungarian language and general literacy acquired through high school studies abroad. The Foreign Hungarian Scout Association also participates in the management of the tender and in the selection of Training Participants. The Hungarian language and Hungarian knowledge training takes place in a regular (10-month starting in September) and cross-semester (9-month starting in February) format.

The training is adapted to the different language skills of the students and is divided into two types according to language levels. In the regular A- and cross-semester Ak-type training, students with beginner language skills study the Hungarian language in a higher number of hours, in the regular B- and cross-semester Bk-type training, students with advanced language skills study Hungarian Language and Cultural Studies for the same number of hours in both semesters. The number of basic classes can be supplemented by catch-up and learning efficiency-enhancing classes. The formation of the groups - thus the further differentiation within the types of training - is also based on language skills. All types of training are taught in Hungarian.

The Training consists of two semesters. During the study period of each semester, one must participate in contact classes in the classroom, and during the exam period, one must pass exams. In the case of regular training, the semesters are divided into a 13/14-week study (contact class) period and an exam period, in the case of cross-semester training, they are divided into a 14/11-week study period and an exam period. During the training, students take part in organized cultural external programmes in addition to classroom classes. Part of the training is a study trip in Hungary and abroad.

2. Structure of the training

2.1. A- and Ak-type training

In the A- and Ak-type training, the first semester serves only the intensive development of language skills, so that in the second semester, the students are already able to participate in Hungarian studies classes that process special knowledge material.

First semester		
Name of course unit	Weekly hour nb.	Academic requirements
Hungarian language (1.)	26	Oral and written assessment in classes; active class work

Second semester		
Name of course unit	Weekly hour nb.	Academic requirements
Hungarian language (2.)	16	Oral and written assessment in classes; active class work; ECL language exam (A2, B1, B2)
Hungarian literature	3	Oral or written assessment during the exam period (exam); active class work
Hungarian history	3	Oral or written assessment during the exam period (exam); active class work
Geography of Hungary	2	Oral or written assessment during the exam period (exam); active class work
Contemporary Hungarian society	2	Oral or written assessment in classes; active class work
Hungarian folklore	2	Oral or written assessment in classes; active class work
Cultural knowledge	2	Oral or written assessment in classes; active class work

2.2. B- and Bk-type training

The course structure of the B- and Bk-type training is the same for students preparing for the secondary and higher-level language exams.

First semester		
Name of course unit	Weekly hour nb.	Academic requirements
Hungarian language (1.)	14	Oral or written assessment in classes; active class work
History of Hungarian literature (1.)	2	Oral or written assessment during the exam period (exam); active class work
Hungarian history	2	Oral or written assessment during the exam period (exam); active class work
Geography of Hungary	2	Oral or written assessment during the exam period (exam); active class work
Hungarian folklore (1.)	2	Oral or written assessment in classes; active class work
Contemporary Hungarian cultural life	2	Oral or written assessment in classes; active class work
Contemporary Hungarian society	2	Oral or written assessment in classes; active class work
Reading of literary texts	2	Written assessment in classes; active class work
Hungarian grammar	2	Written assessment in classes; active class work

Second semester		
Name of course unit	Weekly hour nb.	Academic requirements
Hungarian language (2.)	B: 14 / Bk: 16	Oral and written assessment in classes; active class work; ECL language exam (B2, C1)
History of Hungarian literature (2.)	2	Oral or written assessment during the exam period (exam); active class work
Hungarian history (2.)	2	Oral or written assessment during the exam period (exam); active class work
Hungarian arts history	2	Oral or written assessment during the exam period (exam); active class work
Technical writing	1	Written assessment in classes; active class work
Hungarian folklore (2.)	2	Oral or written assessment in classes; active class work
Hungarian studies seminar I.	2	Oral or written assessment in classes; active class work
Hungarian studies seminar II.	2	Oral or written assessment in classes; active class work
Hungarian culture specialist seminar	2	Oral or written assessment in classes; active class work

From the end of the study period of the first semester, the students participating in the B- and Bk-type training participate in the Final paper consultation under the guidance of the supervisor. The number of hours of the Final paper consultation is different for the B- and Bk-type training.

Type of consultation	Form	Total nb. of hours	Requirements
Final paper consultation ("Type B")	Individual consultation	10	Active and communicative participation in consultation classes; meeting the partial deadlines during the writing of the final paper writing and submitting the final paper by the deadline, defending the final paper
Final paper consultation ("Type Bk")	Individual consultation	8	Active and communicative participation in consultation classes; meeting the partial deadlines during the writing of the final paper writing and submitting the final paper by the deadline, defending the final paper

3. Requirements

3.1. Knowledge verification

Oral and written monitoring of students' progress in language classes is continuous. In addition, they can prepare written and/or oral presentations on some designated topics, requiring work outside contact classes.

During the study (contact class) period, students' progress is monitored in the classes of the Hungarian studies course units, and inter-course assessments that develop progress in the subject matter and effective preparation are supported, which, in addition to active participation in class, are counted as a grade for class work. The dates of the assessments given as a requirement of the course units, which are also evaluated with merit grades, are different for each course unit. During the exam period, some course units are concluded with a written and/or oral assessment (exam); the assessment of other course units takes place in the classes at the end of the study periods. The form of the oral assessment can be an oral presentation (short presentation), an oral report, or an oral exam. The form of the written assessment can be a homework, an essay, an in-class test, a test, a written exam. In the

assessments, the students give an account of their mastery of the knowledge material presented in the classes or related knowledge acquired during independent preparation.

3.2. Completion of Training

At the end of the training, the students take a language exam, and at the end of the B- and Bk-type training, they prepare a final paper on the topic of Hungarian studies, which they defend at the final paper defense. Upon successful completion of the training, the student receives an end-of-course certificate and can also receive a certificate of their study results. At the end of the A- and Ak-type training, the student takes a beginner (A2, B1) or intermediate (B2) complex language exam, at the end of the B- and Bk-type training, an intermediate (B2) or advanced (C1). The state-recognized complex language exam is of the ECL type.

The student prepares the final paper independently with the help of the supervisor. The topic of the thesis is related to Hungarian culture and Hungary. By preparing the final paper, the student proves 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 formulate the knowledge thus acquired in writing in accordance with the grammatical and stylistic rules of the Hungarian language. The paper is 25,000–40,000 characters long. The preparation of the final paper is assisted by a supervisor appointed from among the instructors participating in the training.

The final paper on Hungarian studies is defended orally, in front of a committee. At the final paper defense, the student reports on the knowledge acquired in the given field in relation to the topic of the final paper.

Appendix 2

**Final paper information
for students writing a final paper
in the Hungarian Language and Cultural Studies training**

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 20,000-40,000 characters long.

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 Cultural Studies

Ministry of Foreign Affairs and Trade –Balassi Bálint Scholarship Programme

- (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 use the printed or online literature on the topic recommended by the supervisor;
- in addition to the description of the literature, has formulated personal experiences and individual questions; has validated their own thought process, concept, and logic in the final paper when presenting the chosen topic, and/or has conducted their own research and has adequately described its results;
- is able to write a coherent, meaningful, independent text in Hungarian (if necessary, with the help of the supervisor);
- has corrected the spelling, wording and language usage 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 or sources.
- has fulfilled the scope and form requirements of the final paper.

The grade of the final paper is fail 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.

TRAINING SYLLABUS

Literary Translation Knowledge and Skills (from Hungarian to a foreign language)

1. General description of the training

The aim of the Training in Literary Translation Knowledge and Skills is to deepen the participants' knowledge of the Hungarian language and literature - with particular attention to contemporary prose, lyric and drama - and to introduce the participants to the analysis and translation techniques of literary works, as well as cross-cultural translation practices. In addition, the training provides comprehensive knowledge of the institutional systems and important phenomena of today's Hungarian literary life. The training aims to develop the preparation and skills of applicants who wish to work in the future with the translation and interpretation of Hungarian literature and the introduction of Hungarian culture abroad.

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 native language is not Hungarian can apply for the training, who have a higher degree (or are about to obtain a degree) and have not yet reached the age of 36. The training assumes good knowledge of the Hungarian language (at least level B2) and thorough knowledge of Hungarian literary history.

The ten-month course offers 13 weeks in the autumn semester and 15 weeks in the spring semester, stylistic knowledge in the framework of contact classes in the classroom, literary translation exercises through the interpretation, analysis and translation problems of literary excerpts, as well as literary history and contemporary literary seminars. In addition, the participants translate various types of Hungarian literary texts during the ten months, during which they are supported by a professional lector (consultant) speaking their native language in the form of systematic individual consultations.

During the entire duration of the training, the consultant checks the work of the Training participant from a professional point of view: they review their native language texts every 2-3 weeks, suggest corrections in the form of a personal conversation, and support the participant's professional development. They review the masterpiece in its preparation process and help with advice. They also personally report on the performance of the participant to the professional coordinators of the training during the year and at the end of the semester. The consultant's work ends with a written evaluation of the masterpiece, with which they also evaluate the translation work provided to the participant during the entire training period.

During the study period, the participants take part in extracurricular programmes carried out at an external location – for example, they meet a contemporary Hungarian writer on several occasions, take part in reading evenings and workshops, and translation camps.

In the professional weeks following the study period, the Training Participants fulfill the requirements of some course units. The professional weeks and the translation camp provide

the opportunity for workshops, where, under the professional guidance of literary experts, contemporary Hungarian writers, poets and translators, the Training Participants deepen their literary knowledge in the field of contemporary prose, poetry and drama. During the lectures, thematic discussions and joint creative work, they can also establish personal relationships with the invited Hungarian writers, poets, editors and experts. During the Creative Translators' Week, Training Participants prepare the first version of the translation of their masterpiece. Instructors help them understand and interpret texts in Hungarian. They acquire basic translation work methods; they learn which translation strategies they can work with most effectively. During the training year, they have the opportunity to put the methods learned in the classes into practice.

2. Structure of the training

Achieving the complex training goal is supported by several course units.

First semester		
Name of course unit	Weekly hour nb.	Academic requirements
Stylistics (1.)	8	Written assessment in classes; active class work
Literary Translation exercises (1.)	4	Written assessment in classes; active class work
Contemporary lyric poetry (1.)	2	Oral or written assessment in classes; active class work
Contemporary prose (1.)	2	Oral or written assessment in classes; active class work
Contemporary drama (1.)	2	Oral or written assessment in classes; active class work
Hungarian literary history (1.)	2	Oral or written assessment during the exam period (exam); active class work
Theories of literary translation	2	Oral or written assessment in classes; active class work
Art translator Creative Week	42	The first version of the translation of the masterpiece; active participation

Second semester		
A tananyagegység neve	Weekly hour nb.	Academic requirements
Stylistics (2.)	8	Written assessment in classes; active class work
Literary Translation exercises (2.)	4	Written assessment in classes; active class work
Contemporary lyric poetry (2.)	2	Oral or written assessment in classes; active class work
Contemporary prose (2.)	2	Oral or written assessment in classes; active class work
Contemporary drama (2.)	2	Oral or written assessment in classes; active class work
Hungarian literary history (2.)	2	Oral or written assessment during the exam period (exam); active class work
Poem analysis and lyric translation	2	Written assessment in classes; active class work

From the beginning of the training, Training Participants participate in a Translation consultation under the guidance of a consultant speaking their native language.

Type of consultation	Form	Total nb. of hours	Requirements
Literary translation consultation	Individual consultation	20	Active and communicative participation in consultation classes; making the masterpiece

3. Requirements

3.1. Knowledge verification

In the classes of the course units, the monitoring of the progress of the Training Participants during the study (contact class) period is supported by continuous, inter-training assessments that develop progress in the curriculum and effective preparation, which, in addition to active participation in class, are counted as a grade for class work. In addition, the participants prepare written and/or oral assignments requiring independent preparation and work outside the classroom, and read Hungarian works of literature. The dates of the assessments given as a requirement of the course units, which are also evaluated with grades, are different for each course unit. The Hungarian literary history unit is concluded during the exam period with a written and/or oral assessment (exam); the assessment of the other course units takes place during the classes at the end of the study periods. The form of the oral assessment can be an oral presentation (short presentation), an oral report, or an oral exam. The form of the written assessment can be translation, art analysis, lector's opinion, review, synopsis, homework, essay, in-class test, test, written exam. In the assessments, the Training Participants give an account of their mastery of the knowledge material presented in the classes or related knowledge acquired during independent preparation.

3.2. Completion of Training

The training ends with the creation of a masterpiece (final translation). The preparation of the masterpieces assisted by a consultant speaking at a native level. By completing the masterpiece, the Participant demonstrates their ability to interpret works of literature in the Hungarian language, to recognize their stylistic features, as well as their ability to authentically interpret the content-aesthetic complexity of the work in their native language. The masterpieces at least 40,000 characters long in the case of interpretations of prose and dramatic works, and at least 20,000 characters in the case of lyrical works. The submitted copy contains the exact reference of the original work. As part of the masterpiece, the creator of the masterpiece also writes the so-called Translator's epilogue, which is at least 5,000 characters long.

TRAINING SYLLABUS

Baccalaureate Entrance Preparatory Programme

1. General description of the training

The purpose of the 10-month Baccalaureate Entrance Preparatory Programme is to provide advanced or intermediate-level graduation preparation to young people with a high school diploma (baccalaureate) who wish to continue their studies in a Hungarian higher education institution in basic ('alapképzés') and one-tier ('osztatlan') education. Scholarship students can continue their studies at the full-time ('nappali'), basic or undivided, state-financed ('államilag támogatott') higher education institution ('felsőoktatási intézmény') of their choice if they are successfully admitted to the university.

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.

Training Participants must study two entrance-examination subjects as part of the entrance preparatory training and take the admission exam in the May-June matriculation period. The Training Participants can choose from 9 subjects (English, biology, geography, physics, informatics, chemistry, mathematics, Hungarian language and literature, history) the subject they need for admission and graduation, which they study in a high number of hours (12-20 classes per week). During the learning of the curriculum defined in the subject training programmes, the students systematize and deepen their existing knowledge, supplement their incomplete knowledge, while their task-solving skills develop significantly. In the classes, the instructors pay special attention to the development of the student skills and abilities that are absolutely necessary for successful university studies.

The training consists of two semesters. During the first semester (September–December), the Training Participants take part in contact classes in the two subjects studied, and then the semester ends with an assessment based on the studied material and organized according to the rules of the graduation. During the second semester (January–June), students continue their studies in their chosen subjects and give an account of their knowledge in a written test in April and in an oral test in May–June.

The opportunity to catch up and develop skills is provided in many ways for those participating in the training. Those whose native language skills need to be developed or supplemented in order to be able to successfully meet the graduation requirements of the chosen subjects can take part in catch-up classes on Hungarian language and professional language skills. In order to successfully complete the intensive training, our instructors help students with consultations and individual and small group sessions.

In addition to their classroom classes, the Training Participants take part in organized visits to museums, theaters and exhibitions, as well as study trips and programmes related to their specialization. Part of the Training is a study trip.

2. Structure of the training

Training Participants can study the pairs of subjects specified in the admission requirements for the chosen major.

In the course of the first semester, with the exception of the subjects English, mathematics and Hungarian language and literature, for which separate preparation groups for intermediate and advanced levels can also be started, in view of the specifics of the preliminary level of knowledge and the outcome of the matriculation exam required as a result, uniformly advanced level students are preparing for graduation.

In the second semester, taking into account the actual levels of the admission application, students prepare for intermediate and advanced levels.

The number of hours per week of each subject and the nature of the exam at the end of the semester

Subject	I. semester		II. semester	
	Weekly hour nb.	Exam	Weekly hour nb.	Exam
English	14	W+O	14	W+O
Biology	14	W+O	14	W+O
Physics	14	W+O	14	W+O
Geography	12	W+O	12	W+O
Digital culture (Information Technology)	12	W+O	12	W+O
Chemistry	14	W+O	14	W+O
Hungarian language and literature	20	W+O	20	W+O
Mathematics intermediate level	16	W+O	14	W
Mathematics advanced level	16	W+O	14+4	W+O

W= written exam part O= oral exam part

The curriculum of each subject is determined by the current baccalaureate exam requirements, and its formal characteristics are determined by the baccalaureate exam descriptions.

3. Requirements

3.1. Knowledge verification

During the training year, assessment in classroom sessions takes place in the form of oral and written tests, short tests, short presentations, and homework. The Training Participants write unit test on the major topics of the given subject. In the first semester, during the month of October, a central test will be written in each subject, the material of which will be the knowledge learned up to that point.

The first semester ends with the semester exams, which take place based on the curriculum of the given subject taught up to that point and the formal requirements of the admission

exam description. The weighted academic average of the Training Participants includes the results of the assessments and exams conducted during the school year.

3.2. Completion of Training

During the second semester, the students' studies are completed by written and oral tests adapted to certain exam parts of the admission exams. The combined result of the individual exam parts gives the end-of-year exam result.

TRAINING SYLLABUS

University Preparatory Programme

1. General description of the training

Within the framework of the Balassi Bálint, Stipendium Hungaricum and Hungarian Diaspora Scholarship Programmes, the Ministry of Foreign Affairs and Trade (hereinafter referred to as 'Ministry') offers 10 months of Hungarian language and subject preparation to non-Hungarian native speakers with a high school diploma (baccalaureate) who wish to study at a Hungarian higher education institution on a basic (bachelor) or undivided (one-tier) basis, or in master's or doctoral training. According to the Government Decree on the Stipendium Hungaricum and the Act on Higher Education, scholarship students can be admitted to the university or college of their choice based on the decision of the higher education institutions.

The training is coordinated by the Ministry. The courses are conducted by KKM Magyar Diplomáciai Akadémia Kft. as a Training Institution on behalf of the Ministry.

The purpose of the Hungarian language and specialized subject university preparatory course is to prepare the Participants of Training for successful higher education studies. In order to do this, Hungarian language skills, basic specialized subject knowledge, skills, abilities (note-taking, reading technical texts, etc.), as well as knowledge elements required in the first year of various majors in higher education, are acquired during the training year. Non-Hungarian-speaking students study Hungarian in a large number of hours during the first period of their Training. The specialized subject training starts in January. In the second semester of the high-intensity training, in addition to general language skills, basic language and specialized subject knowledge is acquired in the groups formed by specialization. The Training Participants study two or three specialized subjects in each specialization.

During the Training, in addition to the classroom classes, students take part in cultural and country knowledge programmes, trips to Budapest and the countryside, theater, exhibition and museum visits, and community building and development activities.

„In order to mitigate the linguistic and cultural challenges faced by the Training Participants, self-awareness and drama pedagogy sessions are organised.” To facilitate career orientation and in order to get to know Hungarian higher education and a successful admission process, the Training Participants will receive mentoring support.

2. Structure of the training

The training consists of two semesters. The first semester lasts from September to December and the Training Participants can take part in 30 Hungarian language contact classes per week. The semester ends with a written and oral assessment of Hungarian as a foreign language, which measures all areas of competence examined in the language exams.

In the second semester, groups of Participants, according to their chosen specialisations, study 14 hours of Hungarian language per week, including professional texts, and specialized subjects required for their further studies in the given specialization for 18 hours.

Subjects and number of classes per week

Subjects	Number of classes per week according to subject/course guidelines				
	Complex Humanities and Social Sciences	Economist	Health	General Engineer	Computer scientist/ biologist/ chemist
From the beginning of the school year until the end of the first 300-hour language programme					
Hungarian language	30	30	30	30	30
II. semester (January-June)					
Hungarian language	14	14	14	14	14
Biology			10		6*
Physics				8	6*
Information Technology					4*
Chemistry			8		4/8*
Economics		6			
Mathematics		8		10	8/10*
Cultural history and communication skills	8				
Social Sciences	4				
History	6	4			
Higher education training areas	-humanities, - arts, - legal, administrative, - socio-scientific instructor	- economic (economist, tourism and hospitality)	- medical - health	- technical (mechanical engineer, electrical engineer)	- agricultural - chemist - bioengineer - natural science - IT

* Students studying in group study two or three of the four subjects of their chosen specialization during the semester.

3. Requirements

3.1. Knowledge verification

During the school year, assessment in class sessions takes place in the form of oral and written tests, short tests, short presentations, and homework. At the end of the course units of the given subject, the participants give an account of the course material they have mastered.

At the end of the first semester, after the first 300-hour A1-A2 level language programme, the participants take part in a written and oral assessment, this is the **study term assessment**. In the second semester, Participants must successfully complete a 180-hour B1 level language programme and a 120-hour B2 level language programme in Hungarian as a foreign language. Both programmes end with a written and oral assessment, these are the final **spring** and **end-of-year assessments**. Two central tests are written from the specialized subjects studied, during which the knowledge acquired in the field of the given subject is measured simultaneously in all groups.

3.2. Completion of Training

At the end of the training year, the Hungarian as a foreign language programme is first closed with a written and oral assessment, then the training programme of the studied subjects is closed in the form of a written and/or oral assessment. The combined result of the individual exam parts gives the end-of-year exam result.

The Training Participants complete a B2-level professional language programme in Hungarian, and in the case of specialized subjects, they report on their knowledge based on the Hungarian graduation requirements and the range of knowledge expected in the first year of specialized higher education institutions.



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