

KKM
MAGYAR DIPLOMÁCIAI AKADÉMIA KFT.
STUDY REGULATIONS FOR
SCHOLARSHIP PROGRAMMES

EXCERPT

BACCALAUREATE ENTRANCE PREPARATORY
PROGRAMME

2023. szeptember 1.

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

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.

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

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.

Appendix 4

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.