

KKM
MAGYAR DIPLOMÁCIAI AKADÉMIA KFT.
STUDY REGULATIONS FOR
SCHOLARSHIP PROGRAMMES

EXCERPT

BALASSI SUMMER UNIVERSITY

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

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

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.