

KKM
MAGYAR DIPLOMÁCIAI AKADÉMIA KFT.
STUDY REGULATIONS FOR
SCHOLARSHIP PROGRAMMES

EXCERPT

HUNGARIAN LANGUAGE AND CULTURAL STUDIES

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

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.

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 Diplomáciai 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.

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.