

KKM
MAGYAR DIPLOMÁCIAI AKADÉMIA KFT.
STUDY REGULATIONS FOR
SCHOLARSHIP PROGRAMMES

EXCERPT

UNIVERSITY 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

D) University Preparatory Programme

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

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

D) University Preparatory Programme

Chapter 1

UNIVERSITY PREPARATORY PROGRAMME

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

Chapter 2

I) STUDY REGULATIONS

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

II) GROUPS AND CLASS SCHEDULE

- 1) The groups are composed taking into account the prior choice of specialization and the level of Hungarian language knowledge of the Training Participants, as well as other factors (e.g. class schedule). The formation of the groups is ensured by the head instructor or deputy head instructor responsible for training.
- 2) The Training Participant may submit a request for a change of group or specialisation to the competent head instructor or deputy head instructor responsible for the Training.
- 3) In Training, groups can be started with 4-16 people. Deviations from the staffing limit may be made with the permission of the head instructor or deputy head instructor responsible for training.
- 4) The head instructor or deputy head instructor responsible for training ensures that the class schedule is compiled.

III) FULFILLMENT OF STUDY OBLIGATIONS

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

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

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

IV. ADMISSION TO HIGHER EDUCATION

1) It is mandatory for Stipendium Hungaricum and Hungarian Diaspora Scholarship Holders participating in the Training to apply to at least one higher education institution. If the Training Participant does not submit an application during the higher education application process coordinated by the Tempus Public Foundation, then – as the University Preparatory Programme thus loses its purpose – the scholarship and/or adult education agreement may be terminated.

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

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

V) CERTIFICATION FOR COMPLETION OF TRAINING

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

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

Chapter 3

HUNGARIAN AS A FOREIGN LANGUAGE

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

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

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

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

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

1) Evaluation during study period

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

1.2) Evaluation of tests and central tests:

Percentage result	Grade
0–59%	fail (1)
60–69%	satisfactory (2)
70–79%	average (3)
80–89%	good (4)
90–100%	excellent (5)

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

2) Assessments at the end of the training stages

Hungarian as a foreign language training programmes end with a written and oral assessment. The A1-A2 level programme closes in December, the mid-term assessment.

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

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

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

2.1) Conditions for admission to Final Assessments

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

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

2.2) The course of the Final Assessments

All participants first give a written account of their knowledge.

The written one is followed by the oral assessment:

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

2.3) Evaluation of the Final Assessments

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

Determining the grade based on the percentage result:

Percentage result	Grade
0–59%	fail (1)
60–69%	satisfactory (2)
70–79%	average (3)
80–89%	good (4)
90–100%	excellent (5)

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

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

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

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

The written grade	The oral grade	Exam grade	Classification
	2	3	pass
	3	4	pass
	4	5	pass
	5	5	pass

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

2.4) Consequences of an assessment classified as ‘fail’

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

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

3) Evaluation of mid-year performance

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

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

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

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

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

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

Chapter 4

SPECIALIZED SUBJECTS

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

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

1) Evaluation of inter-training work

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

1.2) Evaluation of tests and central assessments:

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

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

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

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

2.1.) The course of the final assessment

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

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

2.1.3) The oral assessment takes place in front of a committee, based on a list of topics issued in advance. The instructor leading the assessment and the committee members can ask questions from the entire material of the given subject during the assessment.

The mid-term result cannot be taken into account in the final assessment.

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

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

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

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

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

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

2.5) Rules of specialized subject retake examination:

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

2.6) Determining the grade of the final assessment:

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

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

TRAINING SYLLABUS

University Preparatory Programme

1. General description of the training

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

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

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

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

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

2. Structure of the training

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

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

Subjects and number of classes per week

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

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

3. Requirements

3.1. Knowledge verification

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

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

3.2. Completion of Training

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

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