

**KKM OKTATÁSI ÉS REKREÁCIÓS KORLÁTOLT  
FELELŐSSÉGŰ TÁRSASÁG**

**STUDY AND EXAM CODE**

**Preparatory programmes for higher education**

Effective as of September 4, 2017 until withdrawn

## I. GENERAL PROVISIONS

### 1) The target group and duration of Programmes

1.1) KKM Oktatási és Rekreációs Kft. (hereinafter referred to as: **the Educational institution**), as the Institution designated by law (Government Decree 241/2016. (VIII.16.) on performing cultural and scientific diplomatic tasks) and the authorised person (the Public Administration State Secretary of the Ministry of Foreign Affairs and Trade) holds two preparatory programmes (hereinafter referred to as the Programme). On the one hand, it provides programmes in the subject of Hungarian as a foreign language for non-Hungarian high school graduates who wish to enrol into a Hungarian institution of higher education. On the other hand, it provides field-specific Programme to Hungarian native high school graduates with foreign citizenship who live outside the Hungarian border who wish to enrol into a Hungarian higher educational institution (hereinafter collectively referred to as the Participants of the Programme).

During the Programmes, the Educational institution performs the tasks specified in the Adult training Act (Act LXXVII of 2013 on Adult training) and the coordination of the Programme through the Educational Division. The educational and professional control and supervision of the Programmes is carried out by the competent organisational unit of the Ministry of Foreign Affairs and Trade (upon the publication of this Code: Department for Hungarian Language Programmes and Education – hereinafter the Programme Director).

1.2) The following persons are eligible to enrol into the Programmes:

A) natural persons entitled to tuition-free Programme (hereinafter referred to as Tuition Free Person)

a) natural persons entitled to scholarship and holding effective and valid scholarship contract:

Áron Márton scholarship	natural persons of Hungarian nationality and foreign citizenship who won the ten-month Áron Márton scholarship of Balassi Bálint Scholarship Programme (including persons with dual citizenship)
Scholarship based on bilateral agreements	natural persons who won the ten/twelve month scholarship coordinated by TEMPUS Public Foundation, based on bilateral agreements
SH scholarship	natural persons who won the twelve month scholarship of Stipendium Hungaricum (SH) programme
Other	the relatives of employees working on the Hungarian embassies, who are entitled to a tuition-free ten-month preparatory Programme for higher education on the basis of bilateral agreements  natural persons who are entitled to tuition free Programme on other grounds. This is subject to the Programme Director.

1.3) Natural persons who have not been granted exemption from tuition fee (hereinafter referred to as: Self-financing Person): This category includes the natural persons applying to the Programme who pay tuition fee and natural persons who are exempted from a partial amount of the tuition fee.

Participation in the Programme and the abovementioned legal grounds are subject to the decision of Programme Director and the Educational Director of the Educational institution collectively.

1.4) The duration of the Programmes are two semesters.

## **2) Enrolment and the contract for adult training**

2.1) The Participant of the Programme may commence his studies after enrolling to the Programme.

2.2) The Participant of the Programme may exercise his rights and obligations from the day he has enrolled to the Programme.

2.3) The Participant of the Programme to whom accommodation is provided in accordance with Subparagraph f) of Paragraph 2 of Section 1.4.1.2 of the Organisational and Operational Code of the Ministry of Foreign Affairs and Trade (hereinafter referred to as MFAT) (hereinafter referred to as Dormitory) shall enrol to the Programme on the first working day after his arrival.

2.4) The Participant of the Programme will enter into a contract for adult training with the Educational institution upon the commencement of the Programme. This code shall be applicable to the legal relationship of the Participant of the Programme from the day of enrolment.

2.5) By signing the contract for adult training, the Participant of the Programme acknowledges that it is familiar with the Programme and with any and all rules and codes applicable to him.

2.6) The Participant of the Programme shall comply with the rules and codes applicable to him and acknowledges that the violation thereof may even result in the termination of the contract for adult training.

2.7) Matters not regulated regarding the rights and obligations of the Educational institution and the Participant of the Programme are governed by the provisions of the contract for adult training.

## **3) Rights of the Participant of the Programme**

3.1) Besides attending the lessons included in the Programme plan (hereinafter referred to as the Lesson), the Participant of the Programme may attend consultations and lessons enhancing learning effectiveness.

3.2) The Participant of the Programme may participate on particular events, the tenders applicable to him, the educational and sport events of MFAT and the Educational institution (in accordance with the rules of the tender) and on the professional and cultural programmes and excursions for educational purposes organised in the framework of the Programme.

3.3) The Participant of the Programme may request the responsible employee of MFAT and the Educational institution to act in educational matters and in matters related to the rights assigned to him.

3.4) Any other rights and obligations of the Participant of the Programme are specified in the contract for adult training.

#### **4) Obligations of the Participant of the Programme**

4.1) The Participant of the Programme shall

- a) comply with Hungarian laws,
- b) respect the human dignity and rights of other persons;
- c) comply with the relevant rules and the rules of the dormitory, the instructions of MFAT (Programme Director) and the officers of the Educational institution, as well as the instructions of the teachers and employees in charge ;
- d) attend the lessons specified in the Programme, perform its educational tasks and comply with the obligation to take exams;
- e) to use the facilities and devices of the Dormitory and the place of education with care; acquire and apply the knowledge regarding protecting health and safety; protect the physical integrity and health of their own and his peers; compensate damages caused by use not according to present function.
- f) arrange official matters necessary for residing in Hungary (for example residence permit).
- g) All other obligations of the Participant of the Programme are specified in the contract for adult training.

4.2) The scholars participating in the Programme shall:

- a) inform MFAT (Programme Director) and the responsible employees of the Educational institution of any changes in their personal data and changes affecting their studies immediately;
- b) take part in the health examinations and practical and/or aptitude examinations necessary for the admission exams of higher education and comply with any obligations arising in relation thereto;
- c) submit the documents necessary for applying to the entrance exam for higher education and maturity examinations to responsible employees of MFAT (Programme Director) within the deadline and pay the fees of application.

## **II. PROVISIONS REGARDING STUDIES AND EXAMS**

### **1) Educational programme**

#### **2)**

1.1) The programme of the school year specified in a Programme plan in accordance with the Adult training Act (hereinafter referred to as the Programme of the School Year) is specified by the responsible Programme Director of MFAT.

1.2) The Participants of the Programme perform their educational tasks in student groups.

1.3) The allocation of the Participants of the Programme into student groups are performed by the responsible employees of MFAT designated by the Programme Director based on professional criteria.

### **2) Fulfilment of educational obligations**

2.1) The Participants of the preparatory Programmes for higher education shall attend the Lessons. Absences from Lessons will be recorded by the Teacher into the Log.

2.2) The Participants of the Programme may not be allowed to sit for the mid-term exam (in December) of Hungarian as a foreign language and field-specific exams and spring or final exams, if the number of missed Lessons exceed 20% of the planned number of lessons of the particular subject and/or the degree specified by the Adult training Act.

If the Participant of the Programme is presumed to be prohibited from sitting the exam, the contract for adult training thereof may be terminated besides the scholarship contract thereof during the school year. The contract for adult training may be terminated subject to the decision of the executive of the Educational institution.

The reduction of absences: It is possible to reduce the number of absences for extraordinary reasons (for example: permanent illness, accident, family issues). In this case, the Participant of the Programme may request the Educational institution in writing to provide additional lessons. By attending the additional lessons, the Participant of the Programme may request in writing at the responsible Programme Director or MFAT with the consent of the Educational Director of the Educational institution the permission to sit the exam before the commencement of the exam period. The Participant of the Programme shall submit the written request within seven (7) days from the missed deadline, exam date (the day he was absent).

2.3) The exams for Hungarian as a foreign language and for the field-specific subjects take place in writing and/or in an oral manner. The subject of the exams is the curriculum specified in the Programme of each subject. The rules applicable to the exams are specified in detail in the documents "EXAM INSTRUCTIONS FOR PREPARATION FOR HIGHER EDUCATION FOR GROUPS OF HUNGARIAN NATIVE SPEAKERS" and "EXAM INSTRUCTIONS FOR PREPARATION FOR HIGHER EDUCATION FOR GROUPS OF NON-NATIVE SPEAKERS OF HUNGARIAN" incorporated in the code by reference as annexes.

2.4) Legal remedy regarding the exam results is precluded. The provisions of the contract for adult training are applicable for legal remedy in other matters.

### **3) General rules of written exams**

3.1) The examinee shall ensure that it has the necessary tools for writing and the additional tools for the exam permitted by the teacher (such as tables of functions, pocket calculator not suitable for storing and displaying textual data).

3.2) Examinees may only write on the exercise sheet provided by the teacher and the stamped blank papers. Drafts and notes may only be made on the stamped papers and these papers shall be submitted along with the test.

3.3) The examinee shall write its full name on all received papers.

3.4) No technical apparatus may be taken to the exam other than the pocket calculator not suitable for storing and displaying textual data (mobile phones, PDAs, iPods, programmable or graphic calculators, translator machine, etc). If the examinee has an appliance of this kind, the examinee shall give such appliance to the teacher supervising the exam before the commencement of the same. If it turns out that an appliance of this kind remained at the examinee, the supervising teacher will suspend the exam of the examinee and the written part of the exam will be given an unsatisfactory (1) note and 0 scores.

3.5) Talking, checking other examinees' tests, copying the same and using prohibited study and additional tools is not allowed. If the supervising teacher experiences the abovementioned, he will warn the examinee in the first place. Upon the second warning, he will take the test of the examinee, and the examinee will receive an unsatisfactory (1) note and 0 scores for the written part of the exam.

3.6) If the examinee leaves the place of the exam temporarily (for example sickness, using the toilet), the supervising teacher will indicate the date of leaving and date of returning in hours and minutes on the test of the examinee.

3.7) If any extraordinary events disturb the written exam, the available time shall be extended with the lost time, and the responsible Programme Director of MFAT will decide whether the exam shall be continued at a future date or whether the exam shall be

repeated immediately after the supervising teacher gave notice to him of such circumstance.

#### **4) General rules of oral exams**

4.1) The oral exam takes place before a committee.

4.2) The members of the committee are designated by the responsible Programme Director of MFAT. The committee shall consist of at least two persons. The committee shall record their sessions and resolutions in writing. The members shall sign such records and resolutions.

4.3) The responsible managers of MFAT and the Educational institutions may be invited to the exams.

4.4) The topics for the oral exams are approved by the responsible Programme Director of MFAT. The same persons shall ensure the uninterrupted running of the exam.

4.5) The topics of the oral exam shall be published at latest one (1) month prior to the exam. The Programme Director of MFAT is responsible for publication.

4.6) The examinees shall select a topic randomly and blindly and shall answer based on the same. In the case of an unsuccessful answer, the examinee may select an additional randomly and blindly in accordance with the relevant Exam Instructions.

4.7) The examinee shall be provided a maximum of thirty (30) minutes depending on the type of the exam to prepare.

4.8) No technical apparatus may be taken to the exam other than the pocket calculator not suitable for storing and displaying textual data (mobile phones, PDAs, iPods, programmable or graphic calculators, translator machine, etc). If the examinee has an appliance of this kind, the examinee shall give such appliance to the teacher supervising the exam before the commencement of the same. If it turns out, that an appliance of this kind remained at the examinee, the supervising teacher will suspend the exam of the examinee and the oral part of the exam will be given an unsatisfactory (1) note and 0 scores.

4.9) If the examinee leaves the place of the exam temporarily (for example sickness, using the toilet), the examining teacher will indicate the date of leaving and date of returning in hours and minutes on the record.

4.10) The examinees are not allowed to talk to each other during the oral exam and to use prohibited study and additional tools. If the examining teacher experiences the abovementioned, he will warn the examinee in the first place. Upon the second warning, the examining teacher will suspend the exam of the examinee, and the examinee will receive an unsatisfactory (1) note and 0 scores for the oral part of the exam.

4.11) If any extraordinary events disturb the written exam, the responsible Programme Director of MFAT will decide whether the exam shall be continued at a future date or whether the exam shall be repeated immediately after the supervising teacher gave notice to him of such circumstance.

4.12) The recommended duration of the oral exam is 15-20 minutes.

4.13) The committee does not take into consideration the grades the examinee received during the semester at the oral exam, and only assesses the performance of the examinee at the exam.

## **5) Missing or postponing exams**

5.1) The responsible Programme Director of MFAT may permit that an exam may be postponed if the examinee is sick or for any extraordinary reasons based on a written request.

5.2) In the case of unjustified absence from an exam, the examinee may only take an exam in the particular subject with the consent of the responsible Programme Director of MFAT. This matter is further provided for in Subsection II. 2.2 hereof.

5.3) The Educational Director of the Educational institution shall be informed of the missing or postponing of exams in writing.

## **6) Administration of exams**

6.1) In order to check the identity of the examinee, the examiner may request the examinee to provide his personal documents and may make photocopies of the same.

6.2) The exam shall be recorded in writing. The record shall include, at all times, the place, date and duration of the exam, the number of the topic (indicating whether the exam is "oral" or "written"), the result of the exam and the signature of the examining teacher(s) and the chairman of the exam committee.

6.3) The committee announces the exam results after the examination is over in the framework of an announcement of results.

6.4) The Programme Director of MAFAT (employees) and the Educational institution shall handle the personal data of the examinees (Participants of the Programme) solely for a particular purpose in compliance with Act CXII of 2011 on the Right of Informational Self-Determination and on Freedom of Information. The Parties (Examinees [Participants of the Programme], Programme Director of MFAT [employees], Educational institution).

## **7) Certificate**

7.1) At the end of the studies, the Educational institution issues a certificate certifying the completion of the Programme.

7.2) The certificate certifies that the person has fulfilled the educational and exam requirements of the preparatory Programme for higher education. The certificate is issued with the stamp of the Educational institution and with the signature of the Executive of the same. The Executive of the Educational institution may authorise an employee of the Educational institution to issue the certificate.

7.3) The certificate includes the form and type of Programme; the name, citizenship, date and place of birth of the Participant of the Programme; the name and grade of the completed units and the completed exams as well as the issue date of the certificate.

7.4) The Educational institution issues the certificate in an identifiable and verifiable manner.



### **III. CLOSING PROVISIONS**

The annexes of the Study and Exam Code:

ANNEX NO. 1: EXAM INSTRUCTIONS FOR PREPARATION FOR HIGHER EDUCATION FOR GROUPS OF NON-NATIVE SPEAKERS OF HUNGARIAN

ANNEX NO. 2: EXAM INSTRUCTIONS FOR PREPARATION FOR HIGHER EDUCATION FOR GROUPS OF HUNGARIAN NATIVE SPEAKERS

This Code shall be in effect as of September 4, 2017 until withdrawn.

Budapest, September 4, 2017.

Approved from an educational and professional perspective by:

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**Mónika Quintzné Nagy**  
Educational institution  
Educational Director

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**Marcell Zsámboki**  
Programme Director of MFAT

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This Code was issued in Budapest, on September 4, 2017.

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**Beáta Szíjgyártó**  
Executive /CEO  
KKM Oktatási és Rekreációs Kft.  
Educational institution