

1 INFORMATION ON COURSES

● Course locations

Classes take place **in person** at **two course locations**. The exact location will be specified the week before the course starts. It is not possible to choose the location.

1107 Budapest, Zágrábi Str. 1-3. Bihari Irodaház (Ecséri metro station)

1065 Budapest, Bajcsy-Zsilinszky Str. 57. Bajcsy Irodaház, entrance: Jókai Str. 34. (Nyugati pályaudvar)

● Language levels

You can apply from **beginner (A1) to advanced levels (C1)**. Prior English or Hungarian knowledge is not required.

● Placement test

Non-beginner applicants need to take a **placement test**, which is organised in person, within two weeks before the start of the course. The placement test consists of a short, 10-minute conversation and a written test.

● Group size

Courses start with **5-12 participants** depending on language proficiency and sufficient number of applications (minimum 5 participants).

● Schedule, attendance

One class is 45 minutes. **Intensive and normal courses:** 4 classes/day, **2x90 min. blocks, evening courses:** 3 classes/day, **1x135 min. block**. To prove attendance, participants must sign the attendance sheet (1 signature/block). Participants may not sign the attendance sheet in case of a delay of 20 min. in intensive and normal courses and 45 min. in evening courses. 300 and 180-hour long courses might consist of 2 training parts (100+200, and 60+120 classes). Permitted rate of absence: 20% of classes, per training part. The exact schedule is detailed in the *Class Schedule*. In case of missed classes, the course end date might change. Latest end dates: 31 January (Semester 1), 27 June (Semester 2).

● Instructors

Our instructors are highly-qualified, **experienced Hungarian language teachers** who focus not only on Hungarian language teaching but also on cultural exchange. The instructors may change for each course and it is not possible to choose a specific instructor.

● Coursebook

The **coursebook is included in the training fee**. The coursebook and other training materials are chosen by the instructors to suit the language proficiency and abilities of the group.

● Joining at a later date, changing groups

In justified cases, within 10 working days from the start it is possible to:

- **join at a later date**, provided that the missed class material has been independently covered
- **change groups with the participant's written request** following professional justification and approval from the course instructors and manager, with consideration for language development
- **change groups with the instructor's recommendation** following professional justification and approval from the course manager, with consideration for language development

In October and March, new participants might join the already existing September/February courses' 2. training part, depending on their language proficiency level.

● Completion of course

Each training part ends with a **written assessment**. Evaluation of written assessment: *Pass/Fail*. **Pass rate: 60%**. *Fail*: below 60%. The written assessment is conducted during one of the last few classes before the end of the training part. Details on content and date will be given by the instructor. In case of an unsuccessful assessment, the Training Institution provides a free retake opportunity.

2 INFORMATION ON COURSES

● Certificate of completion

Upon successful completion of the training, participants receive a *Certificate of Completion*. The *Certificate* can be requested in Hungarian, or Hungarian-English, or Hungarian-German. Conditions for issuing a *Certificate of Completion*:

- successful completion of training part
- absences do not exceed 20% of the classes
- fulfillment of all terms specified in the adult education contract

● Payment conditions

The **training fee** must be **paid in one sum**. Participation in the course requires confirmation of payment. Payment is considered completed once the training fee has been credited to the Training Institution's account. Payment details will be sent to the applicant's email following confirmation of registration. Payment methods: bank transfer or cash. Cash payments can be made at bank branches. In case of payment in foreign currency (euro, dollar), only the amount received in Hungarian forints will be considered.

● Withdrawal, refund

The paid but unused training fee can only be used in the given training year (2024/25) or refunded within one year after payment receipt.

- **full refund:** if the Training Institution cannot provide a group suitable for the language level of the participant based on professional judgement
- **partial refund:**
 - before signing the contract, minus 15% + VAT from the paid amount
 - after signing the contract, within 10 working days from joining the training, minus 15% + VAT from the proportionate amount of the remaining classes
- **no refund:**
 - after signing the contract, beyond 10 working days from joining the given training
 - in case of breach of contract

● Information for third-country nationals

Certificate for visa purposes is not provided. Please continuously follow the latest updates on the conditions of legal stay in Hungary on the website of the National Directorate-General for Aliens Policing of Hungary! www.oif.gov.hu

● Adult education

Courses are conducted within the framework of adult education. To begin the course, participants must sign an **adult education contract** with the Training Institution. Failure to comply with the adult education contract's terms may lead to its termination. Accommodation, student card and health insurance are not provided to the participants by the Training Institution.

● Customer Service

For course-related matters, please contact our Customer Service!

E-mail: language@mdakft.hu

Telephone: **+36 70 684 5209**

Address: **1107 Budapest, Zágrábi Str. 1-3. Bihari Irodaház, 1st floor Office 102.**

You can visit us in person during office hours. Please let us know in advance when you can come!

Monday – Thursday: 8.30 – 16.00

Friday: 8.30 – 13.00

Let's learn Hungarian
together!