

PIFIS

RULES AND REGULATIONS





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GENERAL PROVISION

PIFIS (Preparatory Institution for International Students) organizes preparatory program for

- Corvinus University of Budapest and
- Budapest Business School – University of Applied Sciences (BBS).

The programs have different structures, and the different university programs have different admission requirements, therefore the rules and requirements of the preparatory programs might differ as well.

In the frame of the Preparatory Program students prepare for the TOEIC test (English language examination) and the Mathematics Admissions test required for admissions to both universities. Upon meeting the required levels on these exams¹ students may gain admission to one of the following BA/MA programs at

- Corvinus University:
 - o BA in Applied Economics
 - o BA in Business and Management
 - o BA in International Business
 - o BA in Communication and Media Science
 - o BA in International Relations
 - o BA in Sociology
 - o MA in International Economy and Business
 - o MA in Finance
 - o MA in Marketing
 - o Full-time MBA
 - o MA in Economic Analysis
 - o MA in International Taxation
 - o MA in Business Informatics
 - o MA in Economics of Family Policy and Public Policies for Human Development
 - o MA in Health Policy, Planning and Financing
 - o MA in Public Policy and Management
 - o MA in Regional and Environmental Economics
 - o MA in International Relations
 - o MA in Sociology
 - o MA in Communication and Media Studies
- Budapest Business School:
 - o BA in International Business Economics
 - o BA in Finance and Accounting
 - o BA in Tourism and Catering
 - o BA in Commerce and Marketing
 - o MA in Tourism Management
 - o MA in International Relations
 - o MA in International Economy and Business

¹ For more details see the Admission to Higher Education chapter.



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The Preparatory program of Corvinus University for BA programs consists of 2 periods as follows:

1. Intensive English period from October until mid-January (20 classes/week)
2. Mathematics and English period (including TOEIC preparation) when classes run parallel: from mid-January until the end of June (Mathematics: 12 classes/week and English: 12 classes/week)

The Preparatory program of Budapest Business School-University of Applied Sciences for BA programs consists of 2 periods as follows:

1. Intensive English period from October until mid-March. (25 classes/week)
2. Mathematics and English period (including TOEIC preparation) when classes run parallel: from mid-March until the end of June (English: 25 classes/week and Mathematics: 4 classes/week)

The Pre-Master program consists of 2 periods as follows:

1. Intensive English period from October until mid-March. (20 classes/week)
2. Mathematics and English period (including TOEIC and oral entrance exam preparation) when classes run parallel: from mid-March until the end of June (English: 12 classes/week and Mathematics: 4 classes/week)

STUDENT RULES, REGULATIONS AND RIGHTS

ADMISSION OF STUDENTS

Admission to the programs is based on the provided documents together with the results of the online tests and interview. The final decision is made by the director of PIFIS.

During the first week of the preparatory program students must take placement tests. If the results of the placement tests differ significantly from the previous online test results, the director of PIFIS has the right to withdraw the student's admission and expel him or her from the preparatory program or in case a common agreement is reached, transfer the student to a more suitable program.

STUDENT STATUS

- The day of enrolment is the start day of the student status.
- The student status terminates:
 - on the day of the last final exam, or
 - if the student interrupts his/her studies on his/her own decision, or
 - if the student is excluded by the director of PIFIS for a disciplinary offence.

STUDENTS' RIGHTS

Each student has the right...



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- To attend the classes of the preparatory program
- To attend the events and participate in programs organized by PIFIS
- To get access to the e-registrar online program (www.intranet.pifis.hu) to follow their records (progress, test results, absence, personal documents, etc.)
- To allow their parents to access to the e-registrar online program (www.intranet.pifis.hu) to follow the student records (progress, test results, absence, personal documents, etc.) with the student's username and password.

STUDENTS' OBLIGATIONS

Each student is obliged to:

- Respect the laws and regulations of Hungary
- Avoid any form of discrimination based on race, nationality or ethnic origin, religion, sex, disability, age, etc.
- Maintain a level of behavior which supports a proper learning environment
- Attend lessons, write the weekly tests and take the exams
- Complete the study tasks (including homework) given by their teachers
- Use the facilities of the campus carefully
- Follow the House Policy²
- Protect the safety and health of their own and their companions
- Manage the office routines required for the legal stay in Hungary
- Submit the documents required for application procedures

GROUP CHANGE

At the beginning of the programs, students must take placement tests (Mathematics and several English tests). Based on the results and considering the students' personality, sex, age and other characteristics, the teachers of PIFIS, together with the directorate will arrange students into different groups.

The arrangement of the groups is not permanent. If a student's performance is significantly better or worse than his/her group mates' the director of PIFIS has the right to move the student into a different group.

Similar to the evaluation tests at the beginning of the program, students must take midterm exams during the academic year. Based on the results of the midterm exams students will be rearranged into groups and must continue their studies in the group they were assigned to.

Students can also transfer between groups by requesting the change at the director of PIFIS via submitting the appropriate form (available at the program coordinator's office). Each request is examined individually, and an individual decision is made in each case as well.

² For more details see the House Policy chapter



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PROGRAM CHANGE

The preparatory programs organized by the PIFIS are:

- a) Corvinus BA preparatory program,
- b) BBS BA preparatory program and
- c) Pre-Master program

The programs are separate programs even though both of them are organized by PIFIS, therefore the requirements and the outcomes differ as well. Especially that Corvinus' programs focus much more on Mathematics, therefore the Corvinus Preparatory mathematics course has more classes (in total 280), and require deeper knowledge.

Students are accepted to one of the programs based on their application and online test results. Transferring from one program to another is only possible between the BA preparatory programs and only in special cases, based on the students' study results, and their teachers' recommendation, only if the student meets the following requirements:

Transition from the BBS BA preparatory program to the Corvinus BA preparatory program is possible in case a student's results during the first period are as follows:

- A minimum average of 85% on English homework assignments
- AND a minimum average of 85% on the weekly English test results
- AND has a total absent rate lower than 10%

Transition from the Corvinus BA preparatory program to the BBS BA preparatory program is possible if a student's results during the first period are as follows:

- Mathematics results (in a Corvinus group)
 - An average lower than 50% on homework assignments
 - OR an average lower than 50% on the weekly tests
 - OR the average result of the 1st and 2nd midterm test is lower than 50%.

In case a student meets the requirements and would like to transfer between programs, the student must issue a request to the director of PIFIS using the proper form (available in the program coordinator's office). Each request is examined and decided upon individually.

EXEMPTION FROM VISITING CLASSES AND ABSENCE

In order to have the chance to get admission to either programs of either Corvinus University or BBS students must not miss more than 25% of their classes during the preparatory year.



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In case a student gets permanently ill, he or she should inform the affected teacher and the program coordinator as well as bring the medical documentation to the program coordinator after recovering.

Students might get exemption from visiting English classes if they request it. In this case students are not allowed to visit the English classes anymore and they must take full responsibility for their studies and final exam results. Such a request can be made with the proper form (available in the program coordinator's office) at the director of PIFIS. Students must also show their parents' approval of their request by handing in their declaration together with the request form (also available in the program coordinator's office). Each request is examined and decided upon individually.

CLASSROOM BEHAVIOR

Students are expected to follow the rules listed below:

- arrive on time and prepared
- attend every class
- switch off their phones and leave them in the designated place
- respect their classmates' right to study
- respect their teachers' obligation to teach
- respect others' property
- participate in all activities
- follow the instructions
- must not use offensive language
- must not disturb the lesson with private conversation

EXAMINATION RULES

- General /weekly/ tests are held once a week. Students must not miss more than 25 % of the tests.
- Students who arrive late to a test will not be allowed to take or retake the named test.
- Students must write legibly in blue ink.
- During the tests and exams NO study materials (notes, books, pieces of paper, handouts etc.) or electronic/wearable technical devices (phones, headsets, smart watches, cameras, tablets, etc.) can be used or viewed. Cell phones should be switched off and placed on the teacher's desk.
- During the maths tests and exams students can use the type of calculators that are allowed by the university (e.g.: Casio fx 82)
- Tests held online during offline education must be taken on campus in the designated classroom. Tests taken at home will not count into the student's studies and will automatically be graded as 0%.
- Students must not copy or attempt to copy other students' work.
- Speaking to or communicate in any way with anyone other than the examiner is forbidden.
- Students have to write their full name on the first page of the test.
- Any form of cheating will result in dismissal.



TOEIC – IELTS

As universities, depending on their programs, accept regular or academic IELTS language certificates as part of the application, we would like to give the opportunity to our students to use this type of certificate as well. Students may use an IELTS certificate as part of their university application only if they requested and were granted permit for it. Permit can be requested at the director of PIFIS by handing in the right form (available at the program coordinator's office). Each request is examined and decided upon individually.

If a student requested for a permit to use regular or academic IELTS certificate for the university application, attendance of English classes and the final English exam remains mandatory. Absence from classes is only allowed to students who requested exemption from visiting classes as has been discussed previously.³

PIFIS cannot and will not provide specific help to prepare for a regular or academic IELTS exam. The requesting student is fully responsible for the result.

COVID-19

COVID-19 has spread around the world in 2020 and has affected all our lives. Even in the hard times PIFIS strived to be able to hold as many lessons as possible in person, which is more advantageous from an educational methodological point of view. The institution closely monitors the Hungarian government's regulations regarding the pandemic and continues to prioritize the students' health. To be able to keep the students safe as well as provide quality education PIFIS keeps the right to switch to online education at any point and has made the following regulations regarding online education:

- Every major event (if possible) is held online.
- Every test is held online therefore all our students are required to have a laptop. Those students who reside in Hungary have to take their laptop to the campus and take the placement tests and all weekly tests in the designated classroom (if possible).
- Any form of cheating during a test can result in the dismissal of the student.
- Classes will be held offline as long as it is possible for students who are already in Hungary and able to attend it, while taking all possible hygienic precautions. For those who reside in Hungary the attendance is mandatory until PIFIS decides otherwise.
- Classrooms are regularly sanitized and it is made possible for students to always keep the 1,5 meters protective distance, even during classes.
- Hand and surface sanitizers are available for our students.
- PIFIS checks the body temperature of each student every day before classes and tests.
- Wearing a mask is mandatory in the common areas of the campus building as well as during tests, but only advised during classes to help the study process.

³ For more details see Exemption From Visiting Classes chapter



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If any student notices the symptoms of the virus on him- or herself, or recently had been in contact with someone who then tested positive for COVID-19, he/she is asked to stay at home and report it immediately to the school as well as consult his/her doctor as soon as possible.

Every student who is not in Hungary at the beginning of the year is required to inform PIFIS about the date of their arrival once it is settled. The institution will inform every student individually regarding the regulations they must follow to enter the country and then to join the offline education.

Both English and math final exams are going to be held offline at the end of the academic year (if possible). It is each student's own responsibility to be in Hungary at the time of the final exams in order to gain admission to Corvinus University or BBS.

The institution will monitor the situation closely and keeps the right to introduce new rules if necessary, during the academic year.

RULES OF ONLINE EDUCATION

In case due to COVID-19 or any other reason PIFIS has to switch to online education, the following rules apply to students participating in online education:

- The attendance of all online classes and tests are mandatory.
- Attendance in case of online classes means:
 - o Student must sign into the zoom meeting 5 minutes before the class starts, properly dressed for the class, using their real name and displaying their English nickname (if one has) in brackets.
 - o All students' webcam must be turned on during the whole class.
 - o Students must stay in front of their computer during the whole class and can only take breaks when the teacher says so.
- Students must participate actively during the online classes. This means interacting with the teacher or groupmates in chat or by using their microphone.
- In case a student doesn't follow the above-mentioned rules, it will count as he or she is absent from the online class.

ADMISSION TO HIGHER EDUCATION

In order to be qualified for the programs, applicants must meet certain general and specific entry requirements. Written and/or oral exams can be conducted by the universities (more information can be found on their websites at www.uni-corvinus.hu or at www.uni-bge.hu).



Requirements of successfully finishing the preparatory program:

English:

- students must not miss more than 25 % of the lessons
- higher than 70 % performance on the daily homework tasks
- higher than 70 % on average on the weekly tests
- passing the TOEIC exam with a score that meets the requirements of the desired program at the chosen university
- passing an oral exam (if required) by the university

Mathematics:

- students must not miss more than 25 % of the lessons
- higher than 60 % performance on the daily homework tasks
- higher than 60 % on average on the weekly tests
- Students must pass at least 4 out of 5 midterms with minimum 50% result

Specific entry requirements for the different BA programs:

University	BA Program	Subject	Special requirement
Corvinus	Applied Economics Business and Management International Business	English	- Min. 785 points on TOEIC or IELTS 6.0
Corvinus	Sociology Communication and Media International Relations	English	- Min. 785 points on TOEIC or IELTS 6.0 AND - Passing an oral exam
Corvinus	All programs	Mathematics	- Passing a mathematics entrance exam with minimum 40 out of 100 points.
BBS	All programs	English	- Min. 605 points on TOEIC or an overall band of 5.5 on basic IELTS - Passing an oral exam
BBS	Finance and Accounting International Business Economics	Mathematics	- Passing the final exam with higher than 70 % result - Passing an oral exam
BBS	Tourism and Catering Commerce and Marketing	Mathematics	- Passing the final exam with higher than 50 % result - Passing an oral exam

MA applications are assessed individually by the university. General requirements of an MA application:

- Relevant BA diploma
- Minimum level B2 English knowledge proven by an official language certificate
- Passing an oral exam with questions related to personal motivation and relevant knowledge in the field

Further requirements are specified by the universities depending on the chosen MA program.



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HOUSE POLICY

General rules:

- Keep the building, every room and every object in it, clean. In case anything gets dirty, please let your teacher know about it.
- Always throw your garbage into the trash bin. Pay attention to recycling and use the appropriate bin.
- You are responsible for all your belongings (phone, wallet, money, etc.). Keep them safe and never leave them unattended.
- Smoking is **FORBIDDEN** in the whole building, including the garden, the lavatory, all the classrooms and the area within 5m from the entrance. This is regulated by Hungarian law, and smokers can be fined up to 100.000 HUF. After the second time a student is caught smoking within the perimeters, the director of PIFIS has the right to expel the student from the program.
- You must **NOT** drink alcohol, use drugs or behave aggressively in the property. Shouting and being disturbingly loud is forbidden. Please keep quiet and show respect to the others studying in the building.

Students are responsible for all their actions in the building therefore fully responsible both legally and financially for any damage in the building and its belongings.

GENERAL INFORMATION

The director of PIFIS has the right to make a decision in special cases and requests, based on his best knowledge of the circumstances of the given situation.

Both Corvinus University of Budapest, and Budapest Business School – University of Applied Sciences reserve the right to modify the entry requirements to their programs during the academic year.

CAMPUS AND OFFICE STAFF

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