

# PIFIS

## RULES AND REGULATIONS





P.I.F.I.S.

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P.I.F.I.S.

## GENERAL PROVISION

PIFIS (Preparatory Institution for International Students) organizes preparatory programs for the following universities:

- Budapest Business University (BBU)
- Budapest Metropolitan University (METU)
- Corvinus University of Budapest
- Edutus University
- Eötvös Loránd University (ELTE)

The preparatory 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 a TOEIC test (English language examination) and the Mathematics Admissions test required by the universities. Upon meeting the required levels on these exams students may gain admission to one of the programs listed on our [website](#).

The preparatory program for bachelor courses at Corvinus University/ ELTE consists of:

1. Intensive English period from October until May (20 classes/week)
2. Mathematics from February until May (4 classes/week)

The preparatory program for bachelor courses at BBU/Metropolitan/Edutus University consists of:

1. Intensive English period from October until June. (20 classes/week)
2. Mathematics from March until June: 4 classes/week)

The pre-master program consists of 2 periods as follows:

1. Intensive English period from October until May. (20 classes/week)
2. English period and oral entrance exam preparation, when classes run parallel: from mid-February until May (English: 20 classes/week and oral entrance exam preparation: 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 class ,or 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

- 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](http://www.intranet.pifis.hu)) to follow their records (progress, test results, absence, personal documents, etc.)
- To allow their parents to access the e-registrar online program ([www.intranet.pifis.hu](http://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 Policy<sup>1</sup>
- 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.

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<sup>1</sup> For more details see the House Policy chapter



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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 **may** 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.

## **PROGRAM CHANGE**

The preparatory programs organized by PIFIS are:

- a) Corvinus/ELTE - BA preparatory program,
- b) BBU/METU/Edutus - BA preparatory program
- c) Pre-Master program

The programs are separate programs even though all of them are organized by PIFIS, therefore the requirements and the outcomes differ as well.

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:

Transfer from the BBU/METU/Edutus - BA preparatory program to the Corvinus/ELTE - BA preparatory program is only 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%

Transfer from the Corvinus and ELTE - BA preparatory program to the BBU/METU/Edutus - BA preparatory program is mandatory if a student's results during the first period are as follows:

- Mathematics results (in a Corvinus/ELTE group)
  - An average lower than 50% on homework assignments
  - OR an average lower than 50% on the weekly tests

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 successfully finish the preparatory program a student must not miss more than 25% of their classes during the preparatory year.

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 math 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%.**



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- Students must not copy or attempt to copy other students' work.
- Speaking or communicating 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 general 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 a 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 general or academic IELTS certificate for the university application, attendance of English classes and the final English exam remain mandatory. Absence from classes is only allowed to students who requested exemption from visiting classes as has been discussed previously.<sup>2</sup>

PIFIS cannot and will not provide specific help to prepare for a general 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.
- 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.

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<sup>2</sup> For more details see Exemption From Visiting Classes chapter





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- 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 advised in the common areas of the campus building as well as during classes and tests.

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 BBU /Corvinus University/ Edutus /ELTE/METU

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 Students 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).





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The general requirements of successfully finishing the preparatory programs are:

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

The specific admission requirements of the different BA programs of all universities can be found on our [website](#) after clicking the name of the desired program.

MA applications are assessed individually by the universities. 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. You can find these requirements on our [website](#) after clicking the name of the desired program.

## 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.



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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.

Budapest Business University, Corvinus University of Budapest, Edutus ,Eötvös Loránd University, and Metropolitan University reserve the right to modify the entry requirements to their programs during the academic year.

## **CAMPUS AND OFFICE STAFF**

Campus and staff office's address is 1056 Budapest, Váci utca 47. 3<sup>rd</sup> floor 317.

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