



SZÉCHENYI ISTVÁN UNIVERSITY
CENTRE OF FOREIGN LANGUAGES

REGULATIONS OF THE UNIVERSITY DOCTORAL STUDENT LANGUAGE EXAM

to implement Section 56 of the **Doctoral Study and Examination Regulations** adopted by the Senate on 30.03.2020 based on the authorisation provided by Section 107(2) of Act CCIV of 2011 on National Higher Education.

April 2021

EXAMINATION RULES

General provisions

1. §

- (1) Pursuant to Section 56 of the **Doctoral Study and Examination Regulations**, applicants for the doctoral programme shall have at least one level “B2” complex state-accredited language exam certificate (previously: intermediate, type “C”) or an equivalent document. A prerequisite for applying for the complex exam is the knowledge of one additional foreign language, the level of which shall be at least that of a level “B1” complex (previously: basic level, type “C”) language exam or an equivalent language knowledge necessary to work in a specific specialisation. Certifying this is the decision of the head of the Doctoral School.
- (2) An opportunity to obtain the latter is provided by the University Doctoral Student Language Exam described in these regulations.

2.§

- (1) The scope of the regulations covers the employees of the Centre of Foreign Languages of Széchenyi István University (hereinafter: INOK), the examinees and the examiners.
- (2) The examination system is open only for students having a student status at the Doctoral Schools of Széchenyi István University, provided that they meet other requirements set forth in the **Doctoral Study and Examination Regulations** of the Doctoral School.
- (3) The University Doctoral Student Language Exam (hereinafter: “the exam”) can be taken from the following living languages:
 - a) English
 - b) French
 - c) German
 - d) Italian
 - e) Russian
 - f) Spanish
 - g) Hungarian (by the decision of the head of the Doctoral School, the doctoral programme may accept Hungarian language as a second foreign language in the case of non-native Hungarian-speaking doctoral students)
- (4) The exam may be re-taken without any restrictions.

The form and type of the University Doctoral Student Language Exam

3. §

- (1) According to its form, the exam is a general monolingual examination.
- (2) According to its type, it is complex, i.e. it covers the assessment of both oral and written skills.

- (3) The level of the exam: equivalent to a complex foreign language examination level “B1”, certifying language skills necessary for working in the scientific specialisation.

The requirements of the exam

4. §

(1) The exam measures the knowledge necessary for independent foreign language communication that occurs in everyday life. The exam is aimed at assessing the following language skills and competencies:

- a. The language user is able to clearly express his/her thoughts and detail the main points
- b. He/she is also able to use more complex grammatical structures, in pre-prepared topics /based on the examinee’s presentation/
- c. The language user understands the essence of oral communication if it is a general topic, and the speaker speaks relatively slowly and intelligibly
- d. The language user is able to make interactions with the examinee, in general topics related to everyday life
- e. The language user is able to summarize a newspaper article, lecture, or interview, is able to express an opinion about it, and is also able to answer general questions about it
- f. However, his/her language use may contain stylistic errors, the phrasing may be inaccurate here and there. At the same time, he/she is able to produce simpler continuous texts, to write a letter about his/her experiences and impressions.
- g. He/she is able to complete the missing items from a given vocabulary in articles related to everyday life.

The duration of written and oral exams

5. §

- (1) The duration of the written exam shall be 90 minutes.
- (2) The duration of the oral exam shall be 30 minutes.

The assessment of the exam

6. §

- (1) The exam is assessed by scoring. The examination is passed if the examinee obtains at least 40% of the available score for all five assessment criteria and achieves at least 60% of the total score available for both the written and the oral part of the exam.
- (2) A total score of 50 points can be obtained at the written exam. (passed from 30 points)
- (3) A score of 50 points can be obtained at the oral exam. (passed from 30 points)
- (4) Available score per assessment criterion, as well as the 40% minimum performances:

		Available score	Minim performance 40%
Written exam 50 points	Reading comprehension	15 points	6 points
	Grammar	15 points	6 points

	Writing skills	20 points	8 points
Oral exam 50 points	Speaking skills	20 points	8 points
	Presentation	30 points	12 points

Application for the exam

7. §

- (1) Students must indicate their intention to apply for the doctoral students' internal language exam to the doctoral programme via an application form available in the NEPTUN system. The Doctoral Programme shall verify if the applicant is eligible to take the exam.
- (2) If the submitter of the application form is eligible to take the exam, the Doctoral Programme shall notify the applicant via the decision specified in Annex 3, as well as INOK for further administration.
- (3) Applicants can apply for the University Doctoral Student Language Exam by filling out the application form included in Annex 2 hereto on the website of INOK (<http://inok.sze.hu>) where information is also provided on the date and time of the exams. Doctoral students must upload the verification of eligibility issued by the Head of the Doctoral School. Failing to do this, the application is considered void.
- (4) The fee of the exam is, HUF 25,000 is defined by Education Management Office and is payable by the doctoral student via the Neptun system. Payment deadline in all cases precedes the exam date by two weeks. If the Doctoral Student does not meet his/her payment obligation, his/her application shall be rejected by the Centre of Foreign Languages.

Organisation of the exam, exam dates

8. §

- (1) INOK shall organise exams four times in each academic year from the six languages listed in 1 § 3 (October, January, April, June).

Calling for the exam

9. §

- (1) Based on the application forms of eligible doctoral students, INOK shall prepare the schedule of the written and oral University doctoral student language exam.
- (2) No later than 10 days before the first day of the next exam month, INOK shall publish the exact time and place of the written and oral University Doctoral Student Language Exam on its website (<http://inok.sze.hu>). Doctoral students eligible to take the University Doctoral Student Language Exam shall not receive any other notification regarding the exam, as all information can be obtained from the mentioned website.
- (3) INOK informs the examinees through the informational materials published on its website about the necessary documents to be presented (passport or personal ID card), the use of allowed aids at the exam (dictionaries), as well as some additional information required to conduct the exam.

- (4) Any questions regarding the provisions of the exam regulations can be asked via email (nyvkgp@sze.hu) or in person at the Administration Office of INOK.

The written exam

10. §

- (1) The organisation of the written exam and the preparation of the exam tasks shall be the responsibility of the director of INOK and/or the persons appointed by him.
- (2) The written exam consists of three parts:
 - a) comprehension of a read text (classifying statements regarding the content of an authentic foreign-language text as true or false)
 - b) grammatical elements (filling the gaps with the elements provided) /10 gaps and 13 items/
 - c) producing a text independently (writing an email based on the guidance provided)
- (3) Dictionaries can be used at the written exam.

The oral exam

11. §

- (1) The detailed topics of the oral exam are contained in Annex 1.
- (2) The oral exam consists of three parts:
 - a) PPT presentation /preparation in advance from a specified topic/ /the deadline for submitting the PPT is 1 week before the oral exam/
 - b) the examiner asks questions in the topic presented by the examinee
 - c) brief discussion in general topics
- (3) The oral exam takes place in front of an examination board.
- (4) The boards are set up by the director of INOK. The boards consist of 2 members.

Notification of results, issuing the certificate

12. §

- (1) The examinee shall be notified of the result of the exam within 14 days following the exam.
- (2) INOK notifies the examinees of the exam results on its website.
- (3) Of the successful exam, INOK issues the certificate attached hereto as Annex 4 and sends it to the given Doctoral School where the administrator of the Doctoral School registers the result of the successful exam in the Neptun system and keeps a copy of the certificate. The examinee shall receive the certificate of the successful exam together with his/her degree.
- (4) In the event of a failed doctoral students' internal language exam, the examinee may re-take the exam without any restriction after paying the exam fee of HUF 25,000 per exam.
- (5) INOK shall keep a record of the applications accepted and the certificates issued.

Examinees' rights, legal remedies

13. §

- (1) INOK shall guarantee the smooth organisation of the exam, with particular attention to:
 - a) the accessibility of the premises serving as the location of the exam, and
 - b) the special aids required by disabled students.
- (2) The examinee may file a request for review within 3 days of the notification of the results, referring either to an infringement of law or an apparent calculation error regarding the result.
- (3) The director of INOK shall review the request, adopt a decision within 8 days, and notify the examinee of his decision via mail.
- (4) The examinee is entitled to view the exam documentation following prior consultation.

Miscellaneous and closing provisions

14. §

- (1) The exam regulations of INOK can be viewed on the website of the Centre.
- (2) The processing of the examinees' personal data is subject to the provisions of REGULATION (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC, as well as of Act CXII of 2011 on Informational Self-Determination and Freedom of Information.
- (3) The examinee shall be responsible for the accuracy of the data provided on the application form.
- (4) An examinee who uses unauthorized tools or who is otherwise found to be fraudulent shall be excluded from the exam:
 - a) if an answer can be proven to be identical to another examinee's answer
 - b) if the exam supervisors catch the examinee in the act of cheating
 - c) if the examinee's identity cannot be established beyond any doubt, or it can be credibly demonstrated that not the examinee appearing at the exam is not the original applicant.

Győr, 27 April 2021



Dr. FÖLDESI Péter
Rector

Dr. FILEP Bálint
President

Dr. KOVÁCS Zsolt
Chancellor

Annexes:

- | | |
|---------|---|
| Annex 1 | Detailed topics of the oral exam |
| Annex 2 | Application form for the doctoral students' internal language exam |
| Annex 3 | Notification of eligibility to take the University Doctoral Student Language Exam |
| Annex 4 | Certificate of successful doctoral students' internal language exam |
| Annex 5 | Notification of failed doctoral students' internal language exam |

Detailed topics of the oral exam

- (1) ME AND MY FAMILY
 - introduction
 - personal details
 - introduction of family, friends and relatives
 - own and family's occupation, related plans and ideas
 - description of a third person's external appearance and internal characteristics
 - family holidays and traditions
- (2) THE HOME AND IMMEDIATE ENVIRONMENT
 - description of house or flat
 - description of neighbourhood and environment
 - description of town or village or district where the examinee lives
 - residence hall, rented room: house rules, dos and don'ts
 - tasks in and around the house
- (3) THE WORLD OF LABOUR, DAILY ACTIVITIES
 - usual daily activities at home and the workplace
 - workplace, job, further plans
 - popular occupations, employment opportunities
 - getting a job, unemployment, social issues
- (4) THE WORLD OF LEARNING
 - daily activities related to learning
 - information about the examinee's school, subjects, teachers
 - organised and independent learning, lifelong learning
 - school types, exams, evaluation, grading
 - language learning opportunities
- (5) SPARE TIME, RECREATION, CULTURE
 - spending one's spare time, possibilities for recreation
 - individual interests, hobbies
 - theatre, cinema, concerts
 - television (programme types), newspapers, radio
 - reading: library, readings, favourite book
- (6) HEALTH, HEALTH PROMOTION, SPORT
 - healthy lifestyle
 - prevention and treatment of diseases, patient care
 - at the doctor's, medicines, therapies
 - smoking, alcohol and drug consumption
 - sports: sports facilities, various kinds of sports
- (7) SHOPPING AND SERVICES
 - shopping, in particular shopping of groceries, clothes and household items
 - various types of shops
 - shopping habits, buying gifts
 - ads and advertising
 - services: post, telephone, bank, internet, police, car repair, hairdresser's, dry cleaner's
- (8) TRAVEL
 - travel agency services
 - individual and organised travel

- travel by car, train, ship and plane
- accommodations, camping
- travel experiences
- information on staying abroad
- (9) MEALS AND CATERING
 - eating habits
 - restaurants and other catering facilities
 - healthy eating
 - preparation of some meals
 - hospitality at home, inviting guests
 - characteristics of Hungarian cuisine
- (10) TRANSPORT
 - local and long-distance transport
 - means of transport (public transport, car, bicycle, others)
 - maintaining a car
 - obtaining a driver's licence
 - traffic rules, traffic morale (car drivers)
- (11) COMMUNICATION
 - the role and importance of foreign languages
 - the role of computer in everyday life, the internet
 - mass media and opinion formation (TV, radio, press)
 - other means of communication (telephone, fax, mobile, email)
- (12) BROADER ENVIRONMENT
 - threats to our environment
 - environment protection in everyday life
 - weather: characteristic weather in each season, current weather
- (13) HUNGARY
 - tourist attractions
 - the main attractions of the capital and/or the examinee's hometown
 - traditional and national holidays
 - customs

APPLICATION FORM FOR THE DOCTORAL STUDENTS' INTERNAL LANGUAGE EXAM

Applicant's name:

Neptun code:

Applicant's name at birth:

Born: in _____ on (day) _____ (month) _____ (year)

Mother's name at birth: _____ personal ID card no.: _____

Notification address: _____ postcode _____ city _____

street _____ no. _____

Telephone number: _____ email address: _____

Name of doctoral school: _____

Start of studies: _____ academic year _____

Data of application for the doctoral students' internal language exam:

Language of exam:

Date of exam:

I wish to apply for the exam held on _____ .

Győr, (day) _____ (month) _____ 20_____

Applicant's signature

The text of the decision on the eligibility to take the University Doctoral Student Language Exam

With regards the application submitted for the University Doctoral Student Language Exam on of month in the year, I have adopted the following decision.

Pursuant to Section 56 of the **Doctoral Study and Examination Regulations** adopted by the Senate on 30.03.2020, you meet the conditions of application for the University Doctoral Student Language Exam, and you are eligible to take the exam in language.

Reasoning:

According to the records of the University, (*name*), (*name at birth*)
personal ID card no.: Neptun code:

Name of doctoral school:

is pursuing doctoral studies from semester of academic year

The Centre of Foreign Languages will publish the place and date of the University Doctoral Student Language Exam on its website (<http://inok.sze.hu>).

The condition for participating in the exam is the payment of the exam fee through the Neptun system.

Date:

.....
Programme Director / Head of Doctoral School

CERTIFICATE

INOK-NYZV-...

Registration number:

INOK-AN-...../2012

Certificate number

We hereby officially certify that

.....
Name (name at birth)

Neptun code:

.....
Place of birth

.....
Date of birth

*has **successfully passed** the general monolingual complex University Doctoral Student Language Exam organised by the Centre of Foreign Languages of Széchenyi István University.*

This certificate applies only to the outgoing language requirements of the ... Doctoral School programme of Széchenyi István University.

Date of the exam:

Language of exam:

Type of exam: Equivalent in level to a complex foreign language examination "B1", certifying language skills necessary for working in the specific specialisation

Chair of the examination board

Head of Foreign Language Education
Centre

Győr,
L.S.
.....20..

CERTIFICATE

INOK-NYZV-...

Registration number:

INOK-AN-...../2012

Certificate number

We hereby officially certify that

.....
Name (name at birth)

Neptun code:

.....
Place of birth

.....
Date of birth

has **not passed** the general monolingual complex University Doctoral Student Language Exam organised by the Centre of Foreign Language of Széchenyi István University. The University Doctoral Student Language Exam can be re-taken at a later date without restrictions.

Date of the exam:

Language of exam:

Type of exam:

Chair of the examination board

Head of Foreign Language Education
Centre

L.S.

Győr,20..