

Foreign Language Competence

Description of the examination

Centre for Foreign Language Education and Research

I. Languages, types and parts of the exam

The University offers the following formats for the assessment of foreign language competence:

- **Language: English, German, French, Italian, Russian, Spanish, Portuguese**
- Level: B2 (CEFR)
- Type: business and international relations
- examination components: written test (reading and writing) and oral test (speaking and listening)

Written test duration: 100 minutes

Oral examination: 12-15 minutes (no preparation time required)

The sample tests and topics are available for viewing and downloading on the Language Centre website in both English and Hungarian.

II. Registration for the examination

The oral and written examinations are announced on Neptun and can be registered during the registration period set by the University. Both the written and oral examinations must be registered in Neptun in order to be able to complete the course.

Registration for examinations is possible in accordance with § 62 of the Study and Examination Regulations. The oral examination will follow the written examination within a maximum of 5 working days, but if they are held on the same day, the Centre will allow a break of at least one hour between the two examinations. The Centre will organise 3 examination periods (written and oral) per examination period. The written and oral examinations shall count as one examination. The successful examinee will receive a signature. If a student registers for only an oral or only a written examination within a given examination subtest, the examination will not be marked, and a signature will be withheld.

III. Assessment of the examination

Only answers written on an identifiable answer sheet provided by the Centre will be accepted for the written examination. The pass mark is a minimum of 60% in both the written (max. 40 points) and the oral examination (max. 40 points). The assessment of competence (completion of the foreign language competence subject) may be attempted three times in the same examination period, and six times in total. The examination arrangements for the subject are set out in the Study and Examination Regulations and in the examination specification for the Foreign Language Competences.

IV. Instruments used in the examinations

For the written examinations, a blue ink pen, a printed monolingual or bilingual general dictionary may be used.

Telephones, smart watches and other technical devices are not allowed. Phones should be kept in the examinees' bags with the phone switched off/muted during the examination. Students may drink soft drinks and water during the exam.

No devices are required or allowed during the oral examination.

V. Identification

According to the Study and Examination Regulations guidelines, the identification of the student must be carried out before the oral and written examinations. Identity verification is compulsory during examinations. At the request of the instructor or the invigilator, the student is required to prove his/her identity by presenting an identity card, driving licence or passport. If identification fails, the student will not be allowed to start the examination.

VI. Late arrival for the examination

In case of a late arrival for the written examination, the time allowed for the preparation of the tasks will be counted from the official start time of the examination, and no extra time will be given. In the case of an oral examination, it is up to the instructor to decide whether the student may start the examination later than the scheduled time slot.

VII. Students with disabilities

For students with disabilities, the Centre will provide disability-appropriate testing, and in verified cases, the University will exempt the student fully or partly from taking the foreign language competence test. The request for exemption may be submitted on Neptun and will be decided by the Disability Committee, taking into account the opinion of the competent Dean.

Students with a disability who apply for the examination must inform the Centre of the nature and extent of their disability by email at the time of application and provide expert professional opinion if necessary. In each case, the Language Centre will make an individual assessment of the appropriate examination conditions (e.g. for candidates with mobility, hearing or visual impairments, writing disabilities, dyslexia or dysgraphia).

VIII. Suspension of examinations

During the examination, a student may leave the room - one student at a time - only for justified reasons. A student who leaves the room must hand in his/her examination paper to the instructor or invigilator, who will note the exact time of departure and return on the attendance sheet.

IX. Irregularities during examinations

Examination supervisors and examiners shall act in accordance with Article 63(13) of the Regulations if they detect any irregularities during the examination.

“In the case of an irregularity the lecturer shall call on the student to cease the irregular behaviour. If he/she considers it appropriate, he/she may interrupt the student’s examination and call on the student to leave the examination venue or interface. In case of reasonably suspecting a disciplinary offence, he/she may interrupt the student’s examination and initiate a disciplinary procedure if an irregularity reaching the level of a disciplinary offence is suspected. If the lecturer interrupts the exam, the student shall be obliged to stop the examination and leave the exam venue or interface. If the lecturer interrupts the student’s examination, but does not initiate a disciplinary procedure, the exam shall be considered as if the student did not appear and his/her absence was unjustified, the student loses one exam opportunity and shall not be granted a grade. If the lecturer interrupts the student’s examination and initiates a disciplinary procedure, the exam shall be considered as if the student did not appear and his/her absence was unjustified, the student loses one exam opportunity and shall not be granted a grade until the conclusion of the disciplinary procedure. As soon as the resolution based on the decision of the disciplinary committee becomes final, the provisions therein shall be followed.”

Signatures are recorded no later than 7 working days after the oral examination.

X. Absence for examination

The Language Centre will act in accordance with the provisions of § 62.6-8 of the Study and Examination Regulations.

XI. Justification for missing the examination

The Language Centre will act in accordance with Article 67.§ of the Study and Examination Regulations.

XII. Viewing the examination

The student may notify the Language Centre of his/her request to view the examination by e-mail or in person to the course coordinator within 2 working days after the announcement of the results. The student may then view the corrected examination paper under the supervision of the head of the language group at a time specified by the Centre. An appointment is always necessary to view the examination paper.

XIII. Submission of objections

The Language Centre acts in accordance with § 68.11. of the Study and Examination Regulations.