

BUDAPEST METROPOLITAN UNIVERSITY



STUDY INFORMATION

2023/2024 ACADEMIC YEAR



RECTOR'S WELCOME SPEECH

Dear Students,

I am delighted to welcome you to the 2023/2024 academic year! A special welcome to those who will start their studies at Budapest Metropolitan University this year.

As a result of our future work together, you will have the opportunity to acquire a high level of knowledge in your chosen field and to obtain a qualification or diploma corresponding to your knowledge. Beyond learning the curriculum and pursuing a degree, I would like to invite you to join us in the joy of working together to achieve METU's mission: in building a community of creators who can achieve in their work and in their lives.

With this mission, the University undertakes to train highly qualified business and communication professionals and artists with practical knowledge and competences, who meet the needs and expectations of the labour market, and who, after completing the University's courses and during the course of their studies, can become active and effective players in the domestic and international labour market and the entrepreneurial sphere.

Alongside the transfer of universal knowledge, the course also places great emphasis on the conscious development of creative thinking and the student's own personal brand. We do this by focusing on building student and personal brands and finding your own path, through the unique myBRAND programme in higher education in Hungary, and by providing scholarship opportunities with our nearly 200 university partners abroad.

By taking advantage of the above opportunities, your efforts will not only result in a diploma attesting to your knowledge and qualifications, but your time at METU will also contribute to the development of your personality and to the experience and building of the university community.

METU's lecturers believe that learning can be an experience in an inspiring and supportive environment, with exciting teaching methods and a modern learning environment. I wish you a happy and successful school year!

Prof. Dr. Bálint Bachmann
Rector



GENERAL INFORMATION ABOUT THE UNIVERSITY

University data

Budapest Metropolitan University

1148 Budapest, Nagy Lajos király útja 1-9.

Phone: +36 1 273 3090

Fax: +36 1 273 3099

E-mail: mail@metropolitan.hu

Website: www.metropolitan.hu

Institutional identification: FI33842

General characteristics of the university

The University is a state-recognised higher education institution in Hungary, not a state university of applied sciences.

METU offers training in 4 areas: communication, business, tourism and arts. Currently, the Faculty of Arts and Creative Industries and the Faculty of Business, Communication and Tourism have more than 7,000 active students studying in 39 bachelor's programmes, 35 master's programmes and 18 specialised further education programmes.

The mission of the university

The mission of the University is to build a community of creators who are able to flourish in their work and in their lives. The aim is for everyone to find a path to personal and professional fulfilment in the university's inspiring and open community. The university prepares students for the changing needs of the labour market by developing creative thinking.

Academic leaders of the institution

Prof. Dr. Bálint Bachmann, Rector

Dr. László Vasa, Vice Rector for Science and Innovation

Dr. Péter Rada, Vice Rector for International Affairs

Dr. Katalin Huzdik, Acting Vice Rector for Education

Dr Péter Csizmadi, Dean, Faculty of Arts and Creative Industries

Dr. Attila Kovács, Dean, Faculty of Business, Communication and Tourism

University buildings

1148 Budapest, Nagy Lajos király útja 1-9.

1077 Budapest, Rózsa utca 4-6.

1117 Budapest, Gábor Dénes u. 4., Infopark Building C

1117 Budapest, Gábor Dénes u. 2., Infopark Building D

1117 Budapest, Infopark Sétány 1., Infopark Building I

THE STUDENT REQUIREMENTS SYSTEM AND OTHER REGULATIONS

The current texts of the University regulations are available on the University's website under Regulations.

Student Requirements System

The Student Requirements Code includes the admission procedure, the study and examination regulations, the fees and allowances regulations, the regulations on student disciplinary and compensation cases, the student accident and occupational safety regulations, the Erasmus+ regulations, the regulations on ensuring equal opportunities for students with disabilities.

IT Security Policy

Knowledge of and compliance with the IT Security Policy is mandatory for our students and staff. The policy also protects the University's IT systems and your personal data.

Fire safety education material

The educational material on fire prevention and fire alarms must be familiarised to all our students at the time of enrolment and must be signed by them.

Intellectual Property Policy - student

The Intellectual Property Management Policy facilitates the registration, exploitation and legal protection of intellectual property created by METU's faculty, researchers and students.

Code of ethics

It summarises the principles of conduct accepted by our students, lecturers, teachers, researchers and non-teaching staff in our community, with the aim of providing guidance and support for cooperation in everyday life.

House rules

The purpose of the Policy is to ensure and promote the proper use of the University's premises and facilities.

TIMETABLE FOR THE ACADEMIC YEAR

The academic year consists of a registration period, an enrolment period, a period for taking subjects, a period of study and an examination period. The order of the academic year is decided by the Rector, taking into account the experience of the previous academic year, the legislation and the model curricula. The rector shall issue an instruction by the end of April of the academic year preceding the start of the academic year in question at the latest and publish the instruction on the university's website.

ARRANGEMENTS FOR STUDY CASES

Student reception

The opening hours of the Student Information Centre are available at the link below:

<https://www.metropolitan.hu/webbooking>

If your question needs to be dealt with in person, you can book an appointment in advance via the Onlinet system (via the quick link on the university's website). You can contact the Student Information Centre mainly for study information, but if you get stuck in any area of your studies, you can also get help to find a solution.

Information

- for any questions about your studies,
- Neptun Single Study System function, questions and requests (hereafter: Neptun)
- enrolment, course enrolment, exam questions,
- thesis, final exams,
- questions concerning regulations.

Requesting a certificate

- proof of student status,
- registry sheet,
- other certificates concerning study matters.

Student card administration

- apply for a new student card,
- apply for a certificate entitling you to benefits linked to your status until you receive your student card,
- receipt of half-yearly validation stickers.
- Student loan administration
- Concluding a student loan contract.

Nagy Lajos király road campus

1148 Budapest, Nagy Lajos király útja 1-9., Main building, office 100

Rózsa street campus

1077 Budapest, Rózsa street 4-6., office A007

Infopark Campus

1117 Budapest, Gábor Dénes u. 2, building D, office 221

Email

The **electronic question form** is available at: <https://www.metubudapest.hu/ask-sic>

By phone

Student Information Centre: (36 1) 273-24-67

Personal consultation

You can make an appointment in advance. You can book an appointment at this link:
<https://www.metubudapest.hu/webbooking-en>

CONCEPTS RELATED TO HIGHER EDUCATION

CORE COURSES

Core courses are those courses whose results count towards your degree.

You can access the list of core subjects via the CooSpace interface by following the link below:

<https://coospace.metropolitan.hu/CooSpace/Scene-75179>

RECOMMENDED CURRICIULUM

The recommended curriculum contains a recommended progression rate that ensures a steady workload and that you can complete your studies within the training period.

The recommended curriculum presents all subjects by semester, their weekly hours, type (lecture, practical, training, workshop) and the credits assigned to them, as well as the form of the examination (colloquium, practical grade, practical examination, practical examination, practical examination, practical examination).

This is a suggestion to help you decide in which semester it is appropriate to take certain subjects within the training period.

SPECIALISATION DESCRIPTIONS

The specialisation descriptions contain the most important information about the specializations that can be chosen in each degree programme. Check at the beginning of your studies to see what the prerequisites are for the specialisation (which subjects you need to pass with the best possible results to be able to take the specialisation later).

You can access the specialisation descriptions via the Coospace interface by following the link below:

<https://coospace.metropolitan.hu/CooSpace/Scene-43918/Folder-175179/Index/Specialization>

SUBJECT THEMES

The subject descriptions include the name of the lecturer, the required literature, the number of hours and other important information related to the courses.

The subject themes can be accessed via the Coospace interface by following the link below:
<https://coospace.metropolitan.hu/CooSpace/Scene-43918/Folder-175179/Index/Syllabus>

APPLICATION PROCEDURE FOR THE FINAL EXAMINATION, PARTS OF THE FINAL EXAMINATION

The student completes his/her studies with a final examination. Students are informed about the final examination requirements and the final examination schedule by the university via Neptun before the final examination for each degree programme - by 31 October in the autumn semester and by 31 March in the spring semester.

If the student fails to register for the final examination, he/she can only register for the next final examination period.

The final examination must be taken before the final examination board. In addition to the chairperson and the visiting chairperson, the committee shall have a maximum of 2 members, or 3 members in the case of art and art mediation courses. The chairperson of the final examination committee shall be a qualified university lecturer and the guest chairperson shall be a recognised external specialist in the field.

Final examination questions are of a complex nature. In the case of a series of final examination items, if the student returns the item withdrawn, he/she will not be allowed to withdraw a new item and the mark for that part of the final examination will be unsatisfactory.

The professional habitus test assesses whether and to what extent the student is able to apply the acquired theories in practice, to recognize professional contexts and to formulate an independent opinion on the basis of the complex professional knowledge acquired beforehand.

In the Master of Arts degree programmes, a reviewer's opinion is prepared on the submitted thesis, the purpose of which is to place the thesis in the professional context of the given field of art, based on the given review criteria.

Detailed rules for final exam

The student completes his/her studies with a final examination. The final examination requirements and the final examination procedure must be communicated to the students via Neptun before the final examination, at the latest by the end of the first month of the academic term.

The student is eligible for final examination if

- they have acquired their final certificate at least one week before the start of the final examination period,
- they have submitted their thesis, the average of the grades suggested by the reviewers is at least "pass"
- have submitted their graduation project required for art programmes,
- they have no debt towards the University in assets, books and/or finances.

The list of the final examination questions with the list of compulsory relevant literature, other requirements for the final examination, furthermore the Dean's order for the calculation of the qualification of the diploma and the announcement for the Postgraduate Specialist Training Programmes must be published together in the teaching period during the study period of the expected completion of studies: until the 31 October in the autumn semester and the 31 March in the spring semester.

Based on the requirements of the final examination announced in advance, the final examination may consist of the following parts:

- defence of the thesis,
- presentation and oral defence of the graduation project,
- written examinations or complex oral examinations,
- the presentation of the individual professional and personal portfolio and a professional habitus test.

Parts of the final exam for students enrolled in bachelor training programmes in the field of economics and social sciences announced in Hungarian from the academic year 2018/2019 and in the case of students enrolled in bachelor training programmes in the field of economics and social sciences announced in English from the academic year 2019/2020:

- presentation of myBRAND portfolio,
- thesis defence,
- vocational habit test.

INSTITUTIONAL MOBILITY

By developing its international relations, the Budapest Metropolitan University contributes to the continuous improvement and broadening of the quality of education, as well as to the realization of scientific and professional cooperation.

ERASMUS+ Scholarships

In the 2023/2024 academic year, there will be opportunities for study mobility for Hungarian and foreign students, for internships abroad (sending students and hosting foreign students), for exchanges of teachers and for staff training, as was the case in the 2021/2022 academic year.

We currently have Erasmus+ student and faculty mobility contracts with more than 140 institutions, and the number is constantly growing.

Study mobility: 3-12 months

Scholarship amount depending on destination country: EUR 540 - 600/month.

Work experience: 2 - 12 months

Depending on the country of destination: EUR 570 - 620 per month.

In addition, many companies offer a salary or even free accommodation and full board.

More information: <https://www.metubudapest.hu/exchange>

E-mail: erasmus@metropolitan.hu

Erasmus + International Credit Mobility

The aim of credit mobility applications is to promote student and teacher mobility with countries outside Europe, to develop joint projects, research and share good practices with our partners. METU has been awarded nearly €200 000 in recent years for the mobility of teachers and students. More information: <https://www.metubudapest.hu/erasmus-credit-mobility>

CEEPUS

METU also participates in the CEEPUS programme, which provides mobility opportunities for students and teachers, mainly in universities in Central Europe.

Other collaborations

Academic cooperation: the **Erasmus+ University Charter** promotes academic cooperation by creating thematic networks. The University will continue to organise international conferences and support the participation of its staff in international research groups and international conferences.

How to get involved in the organisation of international relations: we support and welcome student initiatives to expand international contacts. We welcome applications from all students who are interested in taking part in our existing international relations (organising group visits to foreign universities and colleges, mentoring foreign students visiting our university, hosting student groups, developing joint projects), as well as in the preparation and implementation of international professional and scientific programmes and in the development of international research projects.

Institutional Erasmus Officer: Anna Donáth, International Coordination Office

E-mail: erasmus@metropolitan.hu

Online consultation every Monday and Wednesday from 10.00 to 11.00
<https://zoom.us/j/99259574078> (Meeting ID: 992 5957 4078), no booking is necessary.

EQUAL OPPORTUNITIES

Budapest Metropolitan University offers a range of facilities and services for students with disabilities and special needs.

The Equal Opportunities Coordinator is responsible for assisting and supporting students with disabilities. This involves registering the students concerned, assessing their needs (services, equipment), providing information on the assistance they can receive during their studies, and helping them to draw up applications and certificates for exemptions and facilitations. Providing students with information on the opportunities and services available to them.

Registration takes place primarily in September, as this allows you to plan for the whole academic year, start special language courses, plan different examinations, and ensure individual needs and discounts.

Contact our coordinator if:

- you have a disability, need help but have not dared to tell anyone about your problem,
- you would like information about opportunities and services for students with

- disabilities,
- support services and equipment you need,
- you have a known disability which means that you can only study with facilitation or exemption,
- you need to develop your outlook, sensitivity and sensitivity to the problems of your peers and your student group,
- you would like your fellow students to help you more effectively and professionally,
- you would like to be a helper for a student with a disability.

Institutional Equal Opportunities Coordinator: Szilassy-Sebestyén Krisztina

E-mail: esely@metropolitan.hu

STUDENT REMEDIES

The student may appeal against a decision or action taken by the university, with the exception of decisions relating to the assessment of studies, or the failure to take such a decision or action. The time limit for doing so is fifteen days from the date of notification or from the date on which the student becomes aware of the decision.

The student may submit his/her appeal to the Student Appeals Committee at the Student Information Centre using the form provided for this purpose.

The Student Appeals Committee has the exclusive competence to decide on the appeal.

STUDENT LIFE ADVICE

The Life Guidance Centre offers students the opportunity to consult a professional with their life management problems. The psychologist at the center offers 5-15 suitable consultations and therapies to help students solve their problems. If longer treatment is needed, the life coach will help to find the right professional.

Life counsellor: Dr. Szabó Gábor adult clinical and mental health psychologist.

Contact: tanacsado@metropolitan.hu.

CAREER ADVICE

Register for advice on setting career goals, finding an internship, CV writing, job search techniques, interview preparation: <https://www.metubudapest.hu/careercentre>

ENROLMENT

The student status is established based on the final decision on admission or transfer through student enrolment on the day when the enrolment statement is verified by the University.

The enrolment can be initiated by filling in and signing the enrolment form.

During enrolment the student is obligated to enter their personal information necessary for their records and providing information electronically in the study administration system for the University. The student has overall liability for any damages caused to the University due to their failure to provide data, incorrect provision of data or the lack of reporting any changes regarding their information.

The student is obligated to present the following documents necessary for the enrolment:

- identity card and address card,
- the enrolment form,
- two copies of the student training agreement, printed,
- the original document verifying the payment of the first instalment, or in case of student loans, the document verifying the conclusion of the student loan agreement, in case of student loan type 1, the student loan assignment data sheet,
- the tax identification card or in absence of it, a certificate verifying that the student has

- applied for a tax identification card,
- the social security card, in case of foreign citizens, the European Health Insurance Card,
- in case of higher educational vocational training programmes or bachelor training programmes, the certificate of the school-leaving examination,
- the language exam certificate if applicable,
- in case of students enrolling in master programmes or postgraduate specialist training programmes, their degree certificate, if the degree certificate is not in Hungarian or in the language of the programme, an official translation to Hungarian or to the language of the programme must be presented,
- letter of intent from the company in case the student's studies are financed by their employer.

The university will conclude a student training contract with the student admitted to the self-financed course at the time of enrolment. The contract will include the amount of the co-payment for the first year of the course, the services for which the co-payment is due and the conditions for repayment of the co-payment.

A student who is accepted for a public (part-)scholarship course must declare his/her acceptance of the conditions of the course at the time of enrolment.

FIRST STEPS

Once you're enrolled, it's a good idea to get a few essentials that will make your everyday life as a student easier.

STUDENT CARD

To apply for a student card, you need to follow the steps below:

- Have a photograph and specimen signature taken at one of the document offices.
- You can start your application in the Neptun application using the NEK form you received at the document office.
- After applying for a student card, you can apply for a temporary student card. A temporary student card entitles you to the same benefits as a permanent card. It is valid for 60 days.

STUDENT STATUS CERTIFICATE

If for any reason you need a student status certificate during your studies, you can request it in writing, by phone or in person at the Student Information Centre or at any Student Information Point.

STUDENT E-MAIL ADDRESS

You can use the username and password you received when you registered to access your METU email account. Internet Explorer, Mozilla Firefox or Google Chrome browsers are recommended.

- **Username:** your Neptun (individual student ID) code.
- **Password:** you will receive the default password when you sign up, which you must change the first time you log in. This password is valid for all study systems. If you cannot log in, please contact passadmin@metropolitan.hu with your full name and username.
- The email address neptunkod@student.metropolitan.hu consists of. You can access your mailbox at <http://webmail.metropolitan.hu>. Recommended browser: Internet Explorer.

Please use your correspondence for education-related purposes and do not subscribe to newsletters or other mailing lists.

ELECTRONIC INTERFACES

The university has a study system called NEPTUN Unified Study System.

NEPTUN is the official study and information system of the University and is accessible via the Internet.

During your time at university, you will use NEPTUN to manage your academic affairs and to keep up to date with your academic and student data.

Via NEPTUN

- you can enroll for subjects,
- register for exams,
- submit various applications,
- track your academic and financial status.

With NEPTUN

- to find important information about your training course and courses,
- read your instructor's messages.

NEPTUN can be reached at <https://neptun.metropolitan.hu>.

You can log in using your NEPTUN code and password.

You will find your NEPTUN code and initial password in the individual notification sent to you by the university, which you will receive after your admission decision.

CooSpace

CooSpace is an electronic system for learning and teaching.

On CooSpace, you will find so-called "scenes" linked to the objects you have picked up. These can be seen as an electronic extension of the course:

- instructor can share electronic course materials with students,
- instructor can give assignments to students,
- students can communicate with the teacher and with each other (chat, forum, message board)
- read your tutor messages,
- examinations can also be taken via CooSpace.

Keeping track of the active scene information is a prerequisite for completing the course.

CooSpace can be found at <https://coospace.metropolitan.hu>

You can log in using your NEPTUN code and password.

Webbooking

Through the Webbooking interface you can log in and make an appointment to manage your student affairs in person.

You can access Webbooking at link <https://www.metropolitan.hu/webbooking>

PERSONS, DEPARTMENTS, COMMITTEES DEALING WITH STUDENT AFFAIRS

In academic and examination matters, the Rector may annul any decision, resolution or measure that violates the law, university regulations, strategy or interests, with the exception of decisions of the Senate, or otherwise supplement, correct or amend them, or order the decision-maker to conduct a new procedure.

Unless otherwise provided for by law or university regulations, the dean of the faculty concerned shall decide on the establishment of student status or on the application for a part-time course.

The Director of Student Services and Academic Affairs makes first-instance decisions in the following student cases first instance decision:

- authorization to transfer from another higher education institution,
- transfer (guest) admission,
- change of course within the university, change of working hours,
- admission to a second or additional degree course or specialisation,
- authorization to withdraw registration,
- approval of the suspension of a student status after the deadline,
- authorization to start a course or specialisation after a break in student status,
- authorising exemption from compulsory courses,
- second and further courses, specializations,
- authorization of deferred examinations,
- approval of applications for final examinations, and
- decisions to dismiss.

In academic matters, with the exception of credit transfer and equity cases, the **Authority of the Fees, Allowances and Educational Committee** acts in the first instance. This committee may decide on the following matters:

- applying for and allocating places on the basis of applications for (part of) public scholarship vacancies,
- reclassification of students on public (part) scholarships and self-financed courses,
- determining the method of calculation of study grants, the categories of study grants and the minimum adjusted credit indices,
- extending the period of support for disabled students by up to four semesters,
- awarding scholarships,
- prioritizing scholarships for Hungarian students to study at a recognised higher education institution abroad,
- establishing the scoring bands for the national higher education scholarship application criteria on the basis of the corrected credit index, and evaluating and ranking applications,
- granting preferential study timetables,
- adjudicating student complaints and applications relating to the payment of student fees and allowances, with the exception of complaints relating to the evaluation of applications.

The **Credit Transfer Committee** (hereinafter referred to as: CTC) acts in the first instance in credit transfer matters. The Credit Committee is the body that decides on the admissibility of the knowledge acquired by applicants to or students of higher education, bachelor's and master's degree programmes, and further education programmes of the University of Applied Sciences at other domestic or foreign higher education institutions, or in other programmes, or in other programmes, as knowledge according to the curricula of the programmes.

The **International Committee** is responsible for overseeing the Erasmus+ programme at university level and taking decisions on the implementation of student mobility.

FEES AND CHARGES

The Student Requirements System summarises the rules that students must follow in relation to the payment of fees for the course of their studies for the award of a degree, for the taking of courses (credit courses), for the taking of courses linked to a second specialisation and for the completion of electives and optional courses.

The University ensures that students may choose to take optional courses up to a minimum of five per cent of the total credits required for the degree and may choose to take courses worth at least twenty per cent of the total credits.

The university shall ensure that students in bachelor's and master's programmes may enroll in their individual study arrangements without paying any extra costs or fees:

- a course with a credit value of up to ten percent of the total number of credits required,
- a subject taught in a language other than Hungarian up to 10% of the total number of credits required.

In the case of subjects related to a second specialisation, as well as in the case of equalising or optional subjects, the amount of credits specified in the model curriculum may result in a payment obligation in the calculation of credits if the amount of credits exceeds ten per cent. Exceptions to this rule are courses recognised as credit transfer. The university shall prepare a credit-based financial statement, i.e. a credit calculation, during the course of the student's studies, but at the latest at the time of termination of the student's student status before the end of the studies or at the time of registration for the final examination.

The student may enroll for the courses of his/her studies in another course at the University or, as a visiting student, in a course at any higher education institution.

Students are charged a credit fee per credit for the additional credits taken, if the excess credits are taken within the period of study laid down in the qualification requirements or the CCC for the course in question. The value of the credit fee is set out in Annex 3 to the Student Requirements Framework, entitled Fees and Service Charges. After the inclusion of the additional credit, the University will send a credit-based financial statement of the amount of the credit fee corresponding to the additional credit, calculated at the fee in force at the time of settlement, after the application for the final examination. The student must pay the credit fee by bank transfer by the 5th working day before the date of the final examination.

If a student enrolled in a self-financed course does not complete the number of credits required to complete the course within the training period, the student will be liable to pay the following self-financing fee for each semester in excess of the training period in which the student registers and takes courses:

- if the total number of credits taken by the student in the semester in which he/she enrolled for a course exceeding the training period does not exceed 15 credits, the amount of the semester co-payment and foreign language contribution shall be 50% of the amount of the co-payment and foreign language contribution per semester,
- if the total number of credits taken by the student in the registered semester exceeding the training period exceeds 15 credits, the amount of the semester co-payment is 100% of the amount of the co-payment per semester.

The university will send the student a credit statement for the remaining amount of the co-payment and any other debts due at the end of the student's term or after the final examination.

The student must pay the excess credits by bank transfer no later than 5 working days before the date of the final examination.

The exact amount of the co-payment for a semester in the case of an average progression rate is published by the Director of Student Services and Academic Affairs on the Coospace interface by 15 June of the previous academic year, or by 15 December of the previous academic year in the case of a cross semester.

The exact amount of the fees and service charges is set out in Annex 3 of the Student Requirements System.

General conditions of training contracts

The university and the student participating in a self-financed course conclude a training contract. The language of the contract is Hungarian. If a non-Hungarian citizen is studying in a foreign language, the contract must also be drawn up in the language of instruction. The dean of the faculty concerned shall represent the university when the contract is concluded. A student training contract must be concluded:

- for students admitted or transferred to a self-financed or state (part-)scholarship supported form of financing,
- a student who has been transferred to a self-financing mode of financing on the basis of these Regulations at the time of his/her first enrolment following the transfer, or if the transfer takes place in the first academic year of the student's studies in the course of study concerned, and
- where the student is reclassified to a self-financed course with effect from the second semester of a given academic year, within 30 days of the date on which the reclassification decision becomes final.

INFORMATION ON CERTAIN STUDY ADMINISTRATION MATTERS

The student may submit an application under the conditions set out in the Student Requirements System.

The person, department or committee responsible under the Student Requirements System will make a decision on the applications submitted within the time limits set for each application.

The student may appeal against any decision or action taken by the University, with the exception of decisions relating to the assessment of studies, or failure to take action (hereinafter together referred to as "the decision"). The time limit for doing so is fifteen days from the date of notification or from the date on which the decision is brought to the knowledge of the student. The Student Appeals Committee has exclusive competence to decide on appeals, the review procedure being governed by points 482 to 493 of the Student Regulations.

Leniency claims

A student may make one request for leniency from the Rector and three from the Dean during the course of his/her studies. The Rector's request for leniency may only be submitted after the Dean's request for leniency has been submitted.

There is a place for fairness if the student has not fulfilled a study or examination obligation and has missed a deadline, and

- has exhausted the possibilities provided by these Rules, and
- certifies that he/she has been unable to fulfil his/her obligations as a student for reasons beyond his/her control, such as illness, accident, childbirth or other unforeseen circumstances beyond his/her control.

There is no room for leniency:

- the admission procedure,

- against a decision resulting in the termination of the student's student status,
- in relation to the consideration of the student's payment obligations,
- against the assessment of the fulfilment of academic requirements, except where the student has not completed the placement or the criterion requirement for reasons beyond his/her control and requests the opportunity to make up the work placement or the criterion requirement,
- on the subject of exemption from the obligations laid down in the CCQF or the qualification requirements,
- in cases where a request for equivalence has previously been made.

The student may submit a request for fairness in writing within 8 days of the deadline for fulfilling the obligation, addressed to the Rector in the case of Rector's fairness, or to the Dean in the case of Dean's fairness.

The Rector or the Dean will decide on the application within 21 days of its submission; the leniency discount must be recorded in the electronic study system. The decision on the basis of leniency must stipulate the conditions for any make-up and state that the student may not subsequently be granted a discount on the basis of leniency.

Applications to the on Authority of the Fees, Allowances and Educational Committee

The Remuneration, Allowances and Tuition Committee (hereinafter referred to as: FAEC) is composed of five members. In addition to the President, the FAEC is composed of two lecturers and two students. The FAEC decides on the following matters:

- applying for and allocating places on the basis of applications for (part of) public scholarship vacancies,
- reclassification of students on public (part) scholarships and self-financed courses,
- determining the method of calculation of study grants, the categories of study grants and the minimum adjusted credit indices,
- extending the period of support for disabled students by up to four semesters,
- awarding scholarships,
- prioritizing scholarships for Hungarian students to assist them in their studies at a recognised higher education institution abroad,
- the establishment of the scoring bands for the national higher education scholarship application criteria to be established on the basis of the corrected credit index, as well as the evaluation and ranking of applications,
- the granting of preferential study timetables,
- adjudicating student complaints and applications relating to the payment of student fees and allowances, with the exception of complaints relating to the evaluation of applications.

Applications to the Credit Transfer Committee

The Credit Transfer Committee (hereinafter referred to as: CTC) acts in the first instance in credit transfer matters. The Credit Committee is the body that decides on the admissibility of the knowledge acquired by applicants to or students of higher education, bachelor's and master's degree programmes, and further education programmes of the University of Applied Sciences at other domestic or foreign higher education institutions, or in other programmes, or in other programmes, as knowledge according to the curricula of the programmes.

The Board of Examiners shall decide on the basis of a request to waive the foreign language requirement.

Applications addressed to the Director of Customer Services and Studies

The Director of Student Services and Academic Affairs makes the first instance decision on the following student matters:

- admission from another higher education institution,
- permission to transfer (guest) students from other universities,
- change of course within the university, change of working hours,
- admission to a second or additional degree course or specialisation,
- authorization to withdraw registration,
- approval of the suspension of a student status after the deadline,
- authorization to start a course or specialisation after a break in student status,
- authorising exemption from compulsory courses,
- second and further courses, specializations,
- authorization of deferred examinations,
- approval of applications for final examinations, and
- taking decisions on dismissal.

Applications addressed to the Head of the Institute of Foreign Languages

The Head of the Institute of Foreign Languages is responsible for deciding on transfers between language courses.

Applications addressed to the Director of the Career Centre

The Director of the Career Centre is responsible for:

- the authorization of placements organized by the University,
- the granting of credit for the internship,
- the adjudication of student complaints and applications relating to internships.

Applications at second instance

An appeal against the first instance decision may be lodged.

The student may submit the appeal to the Student Appeals Committee at the Student Information Centre using the form provided for this purpose.

The Head of the institute or department is responsible for

- checking the suitability of the examination dates,
- redressing student complaints about courses, training courses, workshops and their instructors, trainers and teachers,
- appointing another instructor or committee to replace the original examiner in the case of a remedial examination,
- approving changes to the thesis topic,
- approving the appointment of a subject supervisor,
- authorising a change of supervisor, and
- authorising the inclusion of a subject which has not been announced.

The Programme Head is responsible for

- determining the conditions for entry to the course or specialisation,
- the definition of the basic subjects of the specialisation,
- the definition of thesis topics,
- defining the final examination timetables,
- approval of specific thesis topics,
- the resolution of complaints concerning the final examination of the course,
- the resolution of student complaints about the course of study, and
- authorising changes of thesis topics.

LANGUAGE LEARNING ON METU

Nowadays, without a high level of knowledge of foreign languages, even a young graduate with a thorough professional preparation is not competitive, whether he or she wants to find a

job at home or abroad. Learning a language is an activity that cannot be started early enough and should not be stopped. This is true even if you already have an intermediate level language certificate. The Institute of Foreign Languages has as its main objective to prepare its students for a high level of foreign language communication in their chosen field, in line with ever more stringent training and EU requirements.

We are constantly developing and expanding our language training services. Our training system places increasing emphasis on vocational language training and preparation for the professional language examinations required to obtain a degree. The university offers twelve foreign languages: Arabic, English, French, German, Japanese, Dutch, Chinese, Italian, Portuguese, Spanish, Swedish, Russian and Dutch. This is complemented by our sign language courses and Hungarian language classes for foreign students. In addition to general language courses, we also offer preparatory courses for general language examinations as well as for a variety of professional intermediate and general advanced language examinations. METU also acts as an international examination center, preparing students for the TOEIC international business communication language examination, which is an advantage in job search.

Our experienced language teachers, with expertise in both language teaching and examinations, do their utmost to ensure that our students meet the high language requirements and are able to work abroad once they graduate.

PROFESSIONAL LANGUAGE SKILLS REQUIRED FOR THE DIPLOMA AND THE JOB MARKET

Becoming confident in your language skills is a long process that needs to be consciously planned from the first semester. This is particularly important for students who are planning to specialise in a language-intensive subject (e.g. International Communication), as this requires a high level of active language skills. The University's Institute of Foreign Languages offers a wide range of support. Read the information sheets on Coospace and the language assessment platform, follow our news and find out more in person at the institute.

To deepen your language skills, we recommend you take advantage of our scholarships to study abroad for a semester, such as the ERASMUS+ scholarship, and build contacts with our international students.

LANGUAGE COURSES TO DEVELOP LANGUAGE SKILLS

- general language courses in 12 languages over three semesters;
- general intermediate and advanced language examination preparation courses over two semesters;
- various vocational language examination preparation courses over two semesters;
- courses in a foreign language aimed at the acquisition of a genuine working knowledge of the language.

SUGGESTED STRATEGY FOR LANGUAGE LEARNING

- The general language courses (language foundation I, II and III) can be taken in an optional framework in all majors.
- Courses preparing for the general language examination and the professional language examination may be taken as optional or compulsory courses in each specialisation, depending on the output requirements of the specialisation.
- Those who already have a language examination are recommended to take an additional language, a preparatory course for higher education or as many foreign language courses as possible from the first semester. In addition, we offer international and professional language exam preparation classes to help them maintain their level and further their development.

- Students who are close to the language exam should start with the language exam preparation courses, while students who are at a beginner-intermediate level should choose the general language courses first.
- For a list of the exit requirements for each of the university's degree courses and the list of language examinations accepted per course, see Coospace.

For more information, please visit the Institute of Foreign Languages on the university's website or go to the Students section under Building my career/Language learning. Here you will also find detailed guides to help you choose the right language lessons for you, broken down by degree course and taking into account the results of the assessment.

FOREIGN LANGUAGE COURSES

General language lessons

Students can take general language courses in twelve languages (Arabic, English, French, Dutch, German, Italian, Japanese, Chinese, Portuguese, Russian, Spanish, Swedish, Portuguese, Swedish and Dutch) for three semesters on an optional basis.

The Hungarian as a Second Language course is aimed at Erasmus participants and foreign students, while our Sign Language course is mainly offered to our Communication and Art students.

Language primer I., II. and III.

The aim of this course is to enable students to learn a foreign language in order to be able to listen to professional subjects and to find information (newspapers, media and internet) in a foreign language, and to be able to perform their professional duties in a foreign language in the workplace.

By completing this course, you will typically have an intermediate level of language skills (B1-B2).

Foundation courses always start from a level appropriate to the level of preparation of the group. In order to set up groups at the appropriate level, it is necessary to complete the online assessment available on Coospace before enrolling in a Foundation I course. It is also necessary to indicate at the time of the assessment (without submitting the test) if you wish to learn the language as a complete beginner.

For Arabic, Dutch, Japanese, Chinese, Russian, Portuguese and Swedish, only full-time beginners are admitted. In this case there is no need to fill in a level assessment form. For Chinese classes, a minimum level of A2 in English is an advantage, as in most cases the classes are taught by a native Chinese speaker with English explanation.

LANGUAGE EXAM PREPARATION COURSES

Euro Pro Language I and II (English)

The aim of the course is to provide two semesters of practical preparation for the Euro Pro Business English intermediate level complex business language examination in English, which is a state-recognised language examination. It is recommended for students whose degree requirements include an economic/business type language examination. The prerequisite for the course is an intermediate level complex language examination in English.

Business Language I and II (English or German)

The aim of the course is to provide two semesters of practical preparation in English or German for those who do not yet have a general intermediate language certificate. The course is aimed at students who wish to enter the business world or whose degree requirements include an economic/business-type language examination but who have not

yet reached level B2 in general language skills. A level assessment is required for admission to the course.

Tourism language and Tourism language exam preparation

The aim of the course is to further prepare tourism and hospitality students for the professional tourism language examination after the compulsory tourism language.

TOEIC Intermediate and Advanced I and II (English)

The aim of the course is to provide two semesters of practical preparation for the TOEIC international business communication exam, a popular tool for multinational companies to measure language skills. Courses are offered at intermediate and advanced level over two semesters. The upper level course requires an intermediate level complex exam in English.

Intermediate Preparation I. and II.

The aim of the course is to provide two semesters of practical preparation for the state-recognised general language examinations. The course is mainly offered in English and German, but other languages may be offered if there are sufficient applicants. An 80% level assessment is required for admission to the course.

Intermediate Business Language Preparation I and II.

The aim of this course is to prepare students who have already passed the general intermediate language exam for the business language exam of their choice as quickly as possible. The course requires a general complex intermediate language examination.

Preparation for the Higher Level Examination I. and II.

The aim of the course is to provide two semesters of practical preparation for the state-recognised general language examinations. The course is mainly taught in English, although other languages may be offered if there are sufficient applicants. The course requires a general complex intermediate language examination.

Linguistic subjects that impart professional knowledge

The aim of these subjects is to acquire professional knowledge in a foreign language, and to develop the ability to use the language in a work-related context. For a list of subjects and their prerequisites, see the model curriculum and the individual courses.

Foreign Language Vocational Programme

In order to increase individual competitiveness, and to acquire a working knowledge of the language, the University encourages its students to take as many business and professional courses in foreign languages as possible. The aim of the programme is to provide students with a certificate in a foreign language, in addition to the diploma they will receive in the course, on completion of 3 compulsory subjects. The certificate certifies the successful completion of the subjects in a foreign language, which can be an advantage in the future for further studies and career development. For a list of subjects, see the model curriculum and the individual courses.

HOSTEL, DORMITORY

The university does not currently have its own halls of residence, but has two accommodation partners that offer foreign students the opportunity to stay in a student hostel close to the METU buildings during their studies. Each of these partners is a reliable, high-quality accommodation provider, with a focus on international students, so that newcomers can become part of a truly youthful, vibrant community.

CEU Residence Center, 1106 Budapest, Kerepesi út 87.

The CEU Residence Center is a hotel and conference center where up to several hundred students can find a home during their studies. Its special feature is that it has its own swimming

pool and gym, which residents can use free of charge. The METU main campus is 12 minutes away by public transport.

Nova Inn, 1148 Budapest, Nagy Lajos király útja 20.

Nova Inn is a small student residence just 200 meters from the METU main building. It consists of 6 apartments, each with 4-7 beds and a well-equipped common kitchen. Quiet, cosy environment, close to the university.

LIBRARY SERVICES

The University has 2 independent libraries and 1 library point in Budapest.

METU's Central Library is the library on King Nagy Lajos Road. This library collects the literature of the Bachelor's and Master's programmes, except for the Art majors.

The METU Art Library is located on the Rózsa Street campus. Here you can access books and journals on art courses, as well as many books in the general literacy category. Both libraries also have a reading corner, where many interesting fiction, educational and creative books are available for those who wish to relax.

Students enrolled at the university can use both libraries free of charge, except for photocopying and printing, which are available for a fee.

Important: Enrolment at the University also means automatic library membership. The associated library card number can be checked in Neptune but can also be exchanged for a student card or physical library card. More detailed information about our services can be found on the Library Coospace platform and on the website.

We recommend Coospace in the first instance as a starting point for orientation, which is constantly updated with useful information related to your studies.

The library section of the website also provides information on library opening hours and staff contact details, and we also publish up-to-date information here.

METU Central Library

1148 Budapest, Nagy Lajos király útja 1-9. Circular building, 1st floor

Tel.: 273-3098

E-mail: lib@metropolitan.hu

Opening hours

Monday: 9:00 - 18:00

Tuesday: 9:00 - 18:00

Wednesday: 9:00 - 18:00

Thursday: 9:00 - 18:00

Friday: 12:00 - 18:00

Saturday: 9:30 - 16:00

1077 Budapest, Rózsa u. 4-6. B building.

Phone: 766-5395

E-mail: lib.rozsa@metropolitan.hu

Opening hours

Monday: 9:00 - 13:00

Tuesday: 9:00 - 16:30

Wednesday: 13:00 - 16:30

Thursday: 9:00 - 16:30

Friday: 12:00 - 18:00

Saturday: 9:00 - 15:00

Infopark Library Point D building 2nd floor

email: lib@metropolitan.hu

Monday: 13:00 - 17:00

Wednesday: 9:00 - 13:00

Online catalogue

The catalogue can be used not only for traditional searches, but also for direct access to the list of books borrowed, their expiry date and the possibility of renewing them, based on the barcode of the library card. You can also find out whether there is a copy of the book you are looking for available for loan, and if not, when it is expected to be returned.

Extension

Five book rental extensions can be arranged online by anyone themselves, via this link: [extensions](#).

Additional extensions can be requested by e-mail and telephone at lib@metropolitan.hu. A total of 10 extensions are possible, but only if there is no subscription for the book.

Our journals

A list of subscribed newspapers and periodicals is available at library.

Our Facebook page

Publishes regular weekly columns about books, libraries, reading, culture in both Hungarian and English.

"Book a librarian!"

The service allows students to ask the librarian for individual help with library use and bibliographic research in 20–30 minute time slots. You can book an appointment by filling in the form on the website.

Suggestions

We welcome ideas from students on how to expand the book collection and website content! Suggestions can be put in the wish box in the libraries, but suggestions can also be sent by e-mail.

COMPUTER SERVICES

The University provides internet, e-mail and wifi services for students in all buildings, as well as the possibility for users of the IT system to access a range of internet services. Users are entitled to individual access to these services with the permission of the administrators (in the case of students, jointly with the lecturer).

The institution uses the Neptun study system. Mozilla Firefox or Google Chrome browsers are recommended for using Neptun.

The workstations in the computer rooms may only be used during lessons in the presence of the instructors and outside lessons in accordance with the rules of the institution's website.

Open Internet workstations are available in several locations throughout the institution and students are free to use them at any time.

The workstations in the libraries also have their own network storage space available outside class hours.

Important rules

Touching electrical connections, wiring, cables, opening or removing the covers of the machines in the computer rooms is prohibited and is a serious disciplinary offence.

Machines used by teachers and other school staff are not to be used by students.

Only equipment which is essential to the work (notebooks, books, stationery, data media) may be taken into the computer rooms.

Food, drinks, food of any kind, jackets and bags are not allowed in the computer rooms.

Use of workstations

When you sign up, you will receive a username and password, which you can use as follows:

- Username: Neptun (individual student ID) code.
- Password: You will receive the default password when you enroll, which we recommend you change after the first login via Coospace or the Mail System. If you cannot log in, please contact passadmin@metropolitan.hu with your full name and username.
- The above username/password pair will be used to access the workstations in the computer rooms and library, the Neptune system and the protected areas of the website.
- Each student has a network storage space. This storage space is accessible after login under the Z:\ drive. Only current and important data can be stored here. Other material can be archived on a portable hard disk.
- Letters written on the computer and attachments saved from e-mail are NOT stored on the C:\ drive of the computer and NOT in the Documents directory on the computer, as we cannot guarantee their preservation. If they are saved on the Z:\ drive, they can be accessed on any of the computers in the computer rooms and the library.

Use of correspondence

You can access your METU email account using the username and password you received when you registered. Internet Explorer, Mozilla Firefox or Google Chrome browser software is recommended.

Please note that for security reasons it is advisable to change the default password as soon as possible.

Using the website

The official website of the University is available at: www.metropolitan.hu

You should visit the website regularly, as you will find everything you need for administration, career development and getting to know METU under the Students section. On this page, you will find regular updates on application opportunities and other information for you.

A reminder:

- The official information platform of the university is NEPTUN.
- Contact: <https://neptun.metropolitan.hu>
- Knowledge of the regulations is essential to ensure that you, as a student, can exercise your rights and comply with your obligations.
- If you have any questions, please contact the Student Information Centre first.

SPORT AND LEISURE

The main pillars of student community life are the student events organised jointly with the Student Self-Government (hereinafter referred to as the "Student Union"), student sports, self-organising clubs and a mentoring system for international students. The clubs and sports life also provide an excellent opportunity for Hungarian and international students to get closer together and to connect with communities of students from other institutions.

The Students' Union helps to make use of the services provided by the university, represents and defends students' interests, helps them with their social and external affairs, organises events and forums.

Its mandated members believe that the experience, networking and networking capital they gain from working together contribute to the value of a degree.

The student government helps you with the following issues:

- academic matters,
- social support,
- social support, social assistance, study abroad,
- event organisation, sports and cultural ideas and needs,
- information needs,
- requests to join.

E-mail

- hokinfo@metropolitanhok.hu
- elnok@metropolitanhok.hu

Facebook

- <https://www.facebook.com/metropolitanhok/>

SPECIFIC INFORMATION FOR FOREIGN STUDENTS

Residence permit and visa

Here's what you need to know about applying for a student visa and residence permit.

Student visa for Hungary

- EU and EEA (European Economic Area = EU + Norway, Iceland, Liechtenstein, Switzerland) citizens do not need to hold a student visa to enter Hungary.
- Non-EEA citizens must have a valid student visa to study in Hungary. We highly recommend all applicants to study carefully the current legislation concerning the visa and the residence permit at the Hungarian Embassy or Consulate in their home country.

METU's Visa Assistance Package

At METU, we are committed to assist our applicants in solving all problems they might encounter before their arrival.

As part of our Visa Assistance Package, our team provides assistance for students requiring a visa in preparing all documents and going through this application process successfully.

You can request assistance on our online application site after successfully passing the online interview. Find out more about our application process on our website.

Steps:

- Choose from our bachelor or master programs,
- collect your application documents,
- start an application in our dedicated system and upload all the documents,
- prepare for the online interview while we check your documents,
- after the successful interview transfer the application fee,
- get your student visa and residence permit.

Residence permit for the purpose of studies

Non-EEA citizens need to apply for the residence permit together with the visa application before arriving to Hungary.

You can apply for a residence permit for the purpose of studies at the accredited Hungarian Embassy/Consulate.

Health insurance

All full-time students must have a valid health insurance during their studies in Hungary, which is also needed to get and renew your residence permit.

We would like to emphasize that all non-EU / EEA applicants must insure themselves prior to applying for a visa. We strongly advise to apply for Medcover's Health Insurance, offered by METU before coming to Hungary, since it is widely recognized and accepted.

While studying in Hungary, it is highly recommended to have a valid health insurance all the time for two reasons: It is required by the Hungarian National Directorate-General for Aliens Policing (the „Immigration Office”) when you want to obtain or renew your residence permit; and otherwise you may have to spend thousands of Euros on medical treatment. Therefore, we strongly encourage our students to sign up for the 'Study Top' health insurance plan provided by Medcover.

The price of this insurance is 150 EUR for one insurance period.

Insurance periods: 1st February – 31st July; 1st August – 31st January

Included (not complete list):

- Full range of out-patient treatments (e.g.: internal medicine, optometry, otolaryngology, dermatology, neurology, cardiology, orthopedics, gynecology, urology, etc.)
- Wide range of laboratory tests (e.g.: blood test, urine test, serology, hormone test, etc.)
- Diagnostic tests (e.g., ECG, ultrasound, X-Ray, mammography, hearing test, dermatoscopy, birthmark-check, bone density test, eyesight test, allergy test, cancer test, MRI, CT, PET, etc.)
- Outpatient surgery (If Medically supported and medically justified cases)
- In-patient care (Max. 30 hospital days per period, standard level)
- Acute dental care (Max. 60.000 HUF/period and max. 40.000 HUF/tooth)
- Medicines (prescribed by Medcover; Max 150.000 HUF/period and max 50.000 HUF/month)

Not included (not complete list):

- Medical examinations for driver's license
- Check-up without any specific medical problems
- Dental treatment for aesthetic purposes
- Reimbursement of vitamins and food supplements

You can find the full List of Benefits with the complete details of what is included in your package as a downloadable document at the bottom of this page.

There are useful links on the website where you can find information and download the necessary documents.

- Consular Service site of Hungary
- More information on the Residence Permit for the Purpose of Study
- Form - Studies or student mobility
- Form - Application for Residence Permit

Guidelines on entering Hungary

Announcement (last updated: 7th of March 2022)

You can still enter Hungary for study purpose with a valid residence permit or Visa.

You may need to self-quarantine at your chosen residence for 10 days if you are facing any symptoms. The quarantine might be shortened if you do 2 negative COVID-19 PCR tests after entering the country.

You have the possibility to do the PCR test at Medicover. Please find the detailed information here: <https://medicover.hu/en/laboratory-tests/coronavirus-antibody-tests/>

- You can book an appointment by phone: +36 1 465 3100
- You can also book an appointment by the following link: <https://medicoverkorhaz.hu/online-booking-for-coronavirus-pcr-testing/>

In case you face difficulties or not sure which documents to upload please contact us.

E-mail: askadmission@metropolitan.hu;

Phone: +36 1 766 5397

Life in Budapest - Living costs

The website provides some of useful information about Budapest, what to do on arrival, how to find accommodation and other essential tips.

Getting to Budapest from Liszt Ferenc Airport

Liszt Ferenc International Airport (BUD) is located on the edge of Budapest, with two terminals for passenger traffic (2A and 2B).

Public transport

100E bus takes you straight to the city center, 200E takes you to Kőbánya-Kispest station (where the bus terminates). At Kőbánya-Kispest follow the metro sign and cross the overpass to change to metro line M3 to Deák Ferenc tér station.

100E has a one-time 900 HUF (3 EUR) fee, while you can use 200E with a normal city bus ticket. You can find further information on the airport's website.

Purchasing tickets for public transport

You can get your tickets for the buses at BKK's Customer Service Centre (BKK Ügyfélpont), at BKK Ticket Machines or at any newsagent at the airport.

You can also purchase mobile tickets and other passes online using the BudapestGo or other apps.

Taxi

Alternatively, you can take a taxi (approximately HUF 10,000 (25 EUR) to get to the city center).

To order a taxi you need to take the following steps: you will find a FŐTAXI booth outside the terminal where you will be asked to specify the address where you wish to go.

You will be given a ticket with a number which will tell you which car will give you the lift.

When getting into the car, you will be asked to hand the ticket to the taxi driver.

Please note that the official taxi service of the airport is FŐTAXI. The quality and price of other services are varying.

Airport shuttle services

Alternatively, you can also use the official minibus shuttle service of the airport, miniBUD:

- E-mail: info@minibud.hu
- Web: www.minibud.hu
- Phone: +36 1 550 0000

Getting to the Nagy Lajos Campus

Nagy Lajos Campus is the main campus of METU. The campus has two buildings: the main building and the iconic round building. This is the home of our communication, business and tourism students.

Address: Budapest, Nagy Lajos király útja 1-9, 1148

Closest transportation hub: Örs vezér Square

The main campus of the University is just a 15-minute-journey from the city center by taking Metro line 2 in the direction of Örs Vezér tere which is the station where you have to get off. Go down the underpass in front of the Metro station and leave it via the second exit on the left-hand side. Follow the bicycle path and you will reach the University in 3 minutes.

Getting to the Rózsa Campus

The Rózsa Campus is one of the two art campuses of METU. It is the home of our design and graphics programs' students.

Address: Budapest, Rózsa u. 4-6, 1077

Closest transportation hub: Keleti Railway Station

To get to Rózsa Campus from Keleti Pályaudvar Metro station, leave the underpass of Baross tér towards Rottenbiller utca. Turn right onto Rottenbiller utca and after 450 meters, turn left onto Hutya Ferenc utca. Turn left onto Rózsa utca. The campus will be on the right.

Getting to the Infopark Campus

The Infopark Art Campus is the home of our media and animation students.

Address: Budapest, Neumann János u., Infopark D building, 1117

Closest transportation hubs: Infopark station, Újbuda-Központ

The closest public transport stop is Tram 1's Infopark stop, which is right next to Infopark's D building. Head in direction of Neumann János street, and you will reach the campus with a two-minute walk.

If you are coming from metro line M4 stations Újbuda-Központ or Móricz Zsigmond körtér, take Tram 4 or 6 and get off at the Petőfi híd budai hídfő station. Head east, and crossing the campuses of ELTE and BME, you will reach the Infopark Campus in a 10-minute walk.

Dormitory & Accomodation

Accommodation will make up the most significant percentage of your total monthly budget as a student living in Budapest. You will need an amount of approximately € 200-500 to cover your monthly accommodation costs.

The amount you'll need will depend on the type of accommodation you choose:

- dormitories and student hostels cost about € 230-350,
- or you can rent a private apartment for about € 400-500.

The living costs in Budapest are about another 150-250 EUR/months. This sum includes grocery, food, personal hygiene, local transport, telephone bills, and other expenses apart from the tuition fee and housing.

New students first arriving to live in Hungary usually prefer to live in a dormitory, as this is the most convenient and affordable option. In addition, it is also a great opportunity to make friends with other international students!

Budapest Metropolitan University has two contracted dormitories. One of them is a comfortable hostel right next to our main campus (Nova Inn Dormitory), the other one is a buzzing, well-equipped hotel with many international students (CEU Residence Center).

Things to see in Budapest

The capital of Hungary is home to many fascinating sites, buildings, buzzing nightlife, high-profile cultural events and so on.

Located in the heart of Europe, Budapest is truly international and energetic city, attracting thousands of international students every year. Budapest offers affordable living expenses while still providing a western European way of life, and it is one of the safest cities in Europe.

It also has an exceptional cultural life with more than 30 theatres, 200 museums, and 1000 art galleries. Sziget, one of the biggest summer festivals in Europe is also hosted in Budapest. Furthermore, the city is home to several UNESCO world heritage sites. Budapest even won the title of European Best Destination 2019!

Also, Hungary has many neighbouring countries and is close to most of the European countries, thus it's fairly easy to reach any European capitals or points of interest by cheap flights, trains or buses.

METU's instagram page give an insight into student life in Budapest.

FACULTIES, INSTITUTES, DEPARTMENTS

FACULTY OF BUSINESS, COMMUNICATION AND TOURISM

Dean: Dr. Attila Kovács

INSTITUTE OF ECONOMICS

HEAD OF INSTITUTE: DR. MÁTYÁS HINEK

The Institute of Economics was created on 1 March 2021 by splitting the former Institute of Business Studies. The Institute covers a wide range of subjects, including all the basic and

professional subjects that are essential for future economists to be able to effectively practice their profession. The Institute offers courses in Economics and Management, International Economics, Finance and Accounting.

The Institute is characterized by the fact that the majority of its full-time teaching staff are qualified, i.e. hold an academic degree, but also have extensive practical experience, in addition to high quality academic work. The same is true of our lecturers who are involved in teaching.

In addition to teaching, we also place great emphasis on the education of young scientists, giving our students the opportunity to participate in national and international competitions and to obtain international qualifications.

FOREIGN LANGUAGE INSTITUTE

HEAD OF INSTITUTE: KRISZTINA BÓDIS

The main objective of the Institute of Foreign Languages is to prepare its students for a high level of foreign language communication in their chosen field of specialisation, in line with the ever more stringent training and EU requirements. To this end, we are constantly developing and expanding our language training services. Our teaching system places great emphasis on language training and preparation for the professional language examinations required for the diploma. The University offers twelve foreign languages: Arabic, English, French, Dutch, German, Italian, Japanese, Japanese, Portuguese, Portuguese, Spanish, Swedish, German, Russian and Chinese. We also offer sign language courses and Hungarian language classes for foreign students. METU also acts as an international examination centre, preparing students for the TOEIC international business communication language exam, which is an advantage in job search.

Our experienced language teachers, who are well versed in both language teaching and examinations, do their utmost to ensure that our students meet the high language requirements and are able to work abroad once they have received their diplomas.

INSTITUTE OF COMMUNICATION SCIENCES

HEAD OF INSTITUTE: DR. ANDRÁS MURAI PHD

The primary mission of the Institute is to provide and coordinate professional training in communication and media studies at undergraduate, master's and English language levels. Our trainers are excellent professionals with decades of professional and research experience, as well as appropriate academic qualifications. In addition to teaching and research, an important part of our activities is the development of professional relations with companies and organisations involved in communication activities. For this reason, we have a number of professionals who are not only theoretically well versed in the various fields of communication, but also have practical experience in them.

We consider the study of the world of contemporary media to be our most important field. This applies to our teaching as well as to our research topics. We consider our media professional training (online, print and electronic media) to be particularly strong, with a high standard ensured by the Centre for Journalism within the Institute and a multi-faceted approach through professional cooperation with different media. In line with the latest trends, social media are also included in the training. At the same time, the teaching and research of contemporary media cannot be imagined without examining and interpreting the wider socio-cultural context in which they are situated. With this in mind, we have designed our practice-centred courses, in which all students can find the subjects and specialisations that best suit their interests.

The Institute offers a range of extra-curricular opportunities for interested students: the Media Workshop deals with professional issues in online and visual communication, a well-equipped radio studio supports practical training, and there are also specialised courses for those interested in photojournalism and sports journalism. And our extensive international contacts

enable us to provide study abroad.

MARKETING INSTITUTE

HEAD OF INSTITUTE: RITA LUKÁCS PHD

Our institute takes care of marketing training. We offer a Bachelor of Commerce and Marketing, a Master of Marketing and a Bachelor of Higher Education. We offer courses in Hungarian and English, both full-time and part-time.

Our institute is primarily concerned with the professional subjects of marketing courses, including specializations in the third year of the bachelor's degree, in semesters 5-6, which offer in-depth study in a selected field of marketing. The optional specializations are: e-business management, small and medium-sized enterprises, logistics, advertising and public relations, Global Marketing (in English), Advertising and PR (in English) - subject to a sufficient number of applicants.

Our Master's programme offers graduates with a bachelor's degree and practical experience the opportunity to specialize and deepen their knowledge, especially in the field of integrated marketing communication.

Most of our lecturers come from practice or work in the profession in parallel with their teaching activities in the fields of marketing, sales, communication and PR.

The Institute places a strong emphasis on providing students with up-to-date information and developing their creativity, which they can do through the Marketing Workshop and the Marketing Student Team.

MANAGEMENT INSTITUTE

HEAD OF INSTITUTE: DR. CSABA ILYÉS, PHD

The Institute of Management was created on 1 March 2021 by splitting the former Institute of Business Studies. Due to the legacy of the Institute of Business Studies, the range of subjects covered by the Institute is very broad, including courses in the bachelor's and master's programmes of other institutes, the Master of Business Administration, the Master of Management and Organisation and the Master of Human Resource Management.

The Institute is characterized by the fact that the majority of its full-time teaching staff hold a qualified academic degree, but also have extensive practical experience in addition to high quality academic work. The same is true of our part-time teaching staff.

Our aim is to involve as many students as possible in the professional and research work of the Institute, and we promote this goal by organising professional events, student research workshops and scientific student circles.

METHODOLOGICAL INSTITUTE

HEAD OF INSTITUTE: MARTA KIS

The Institute of Methodology includes subjects essential for the acquisition of a degree in economics and professional knowledge. Our aim is to develop logical thinking, statistical analysis and IT skills so that they can be applied as effectively as possible in practice.

We cover three main subject groups: economic mathematics, statistics and information technology. These subjects are taught in the first two years of study and are compulsory in most courses. In both mathematics and statistics, computer applications play an important role.

Because of the difficulty of our subjects, we place great emphasis on personal consultations, where you can come to us with questions and problems. We have also created tutorial videos for the computer-based sections, which are available on the university's notes page. Our tutors have written a number of teaching aids, notes and books that can be of great help in your preparation.

Our main research areas are: e-learning, GeoGebra, mirrored classroom, project method in education, portfolio-based teaching.

INSTITUTE OF SOCIAL SCIENCES AND INTERNATIONAL STUDIES

HEAD OF INSTITUTE: DR. RICHARD IZMINDI PHD

The courses offered by the Institute help students to orient themselves in the world, to understand domestic social processes and to acquire knowledge of the European Union and other international issues.

Our main aim is to provide students with a solid foundation of knowledge that can be put to practical use, and to enable them to combine theoretical knowledge with practical skills. Since 2012, the Institute has also been responsible for the professional coordination of the BA in International Studies, which will be offered in English (International Relations) from 2016. A significant part of the courses is also available in English for students enrolled in Hungarian-language courses.

An important milestone in the life of both the University and the Institute is the launch of the Professional Talent College in 2015, where the most talented and ambitious students of the institution participate in a number of exciting professional programmes at home and abroad, in addition to community-building activities. Also institutionalized in our English-language programmes, talent development for our best students is under continuous professional supervision, with invited experts regularly visiting the university for sessions.

Our trainers provide state-of-the-art knowledge in all areas, following the latest changes in today's changing national and international social environment. This ensures that our graduates leave the university prepared and competitive. METU's objective is to focus on portfolio-based training. Together with our lecturers, we aim to ensure that our students produce as many assignments as possible during their university years that develop their skills that can be used in the labor market.

INSTITUTE OF TOURISM

HEAD OF INSTITUTE: DR. NOÉMI KULCSÁR

Our institute takes care of tourism training. We offer a Bachelor of Tourism and a Master of Tourism Management. We offer courses in Hungarian and English, both full-time and part-time.

Our institute is primarily concerned with the professional subjects of tourism courses, including specializations in the third year of the bachelor's degree, in the 5-6th semester, which offer in-depth study in a selected field of tourism. The optional specializations are gastronomy, health tourism (also in English), professional tourism, international hotel management (also in English) - subject to sufficient numbers of applicants.

Our Master's programme offers those who have completed the bachelor's degree and have already gained practical experience the opportunity to specialize and deepen their knowledge in various fields of tourism.

Most of our lecturers come from practice or work in parallel with their teaching activities in the profession, in a variety of fields related to tourism, hotels and event management.

The Institute places great emphasis on academic research in tourism, providing students with up-to-date information and developing their creativity through the Tourism Workshop.

FACULTY OF ARTS AND CREATIVE INDUSTRIES

Dean: Péter Csizmadi DLA

DEPARTMENT OF ANIMATION AND MEDIA DESIGN

HEAD OF DEPARTMENT: MELINDA KISS DLA

The common feature of the areas covered by the department is that they are all about creativity, visual representation of thought content and modern techniques. Keeping up with the possibilities offered by a digital world that is evolving at breakneck speed, and crafting messages to match, is an exciting challenge that could not be more timely. Our teaching team, made up of some of the best in the profession, both nationally and internationally, is fully committed to helping you find your place in your chosen field and become a valuable creator and professional in it. Our aim is to provide our students with a solid foundation of practice-oriented skills that are marketable internationally, and to help them develop their creative abilities.

During their university years, our students already have the opportunity to make a number of external appearances in the form of screenings, exhibitions and festivals, and regularly achieve outstanding success in these. They can also put their skills to the test in real-life situations, gaining valuable experience working with external clients and renowned professional partners. Our experience so far has shown that our graduates' knowledge is marketable, marketable and a solid starting point for their professional careers.

DEPARTMENT OF FASHION AND TEXTILES

HEAD OF DEPARTMENT: ZSUZSANNA ARANYOSI DLA

Our department's teaching area is an important segment of the Creative Industries. Through research, experimentation and design, it creates products where intellectual added value becomes dominant and creates value.

The Bachelor of Crafts in Material Culture has three specializations: Fashion Design, Textile Design and Creative Jewelry. The aim of our training is to introduce students to the craft knowledge accumulated over the centuries, to use this knowledge to create objects that meet the needs of the times with a modern technological background and a creative approach, using responsible design thinking, while keeping alive the quality and uniqueness of the craft.

Building on our bachelor's degree, we offer a Master of Fashion and Textiles, where we train creators who are sensitive to the challenges of the environment, helping them to find their individual strengths and ways of expression, while also testing their skills in teamwork. Innovation and social responsiveness are at the heart of the Master's programme.

During their training, our students participate in national and international competitions and fairs and have the opportunity to work 'live' in design and product development.

DEPARTMENT OF ARCHITECTURE AND DESIGN

HEAD OF DEPARTMENT: PÉTER CSIZMADI DLA

The complex theoretical and practical knowledge taught in our courses in the Department of Architecture and Design covers a wide range of material culture of the human environment. In our teaching, we place particular emphasis on craftsmanship, creative creativity and innovative thinking. A modern material environment and its up-to-date development enable our students to find concrete answers to the challenges of 21st century societies.

Our Bachelor of Environmental Culture offers students a choice of two specializations: spatial and object representation. The former approaches a complex understanding of the environment from the perspective of interior design, the latter from the perspective of object design.

In the framework of a collaboration between the two disciplines, students in our theoretical discipline (Design Culture) learn about the process of creating objects, which helps to contextualize their creations.

Our Architecture and Design Master's degree courses further deepen the professional knowledge acquired in the basic courses and provide the professional and material background for the creation of new design projects.

In all our courses, we emphasize personal contact and consultation between tutor and student. We welcome students who want to create in our constantly evolving workshops.

INSTITUTE FOR ART AND DESIGN THEORY

HEAD OF INSTITUTE: PÉTER CSIZMADI DLA

At the Institute of Art and Design Theory we provide complex theoretical and practical knowledge. Courses in the Design Culture major cover a wide range of material culture in the human environment. In our teaching we place particular emphasis on craft knowledge, creative creativity and innovative thinking. An understanding and analytical approach to the contemporary visual and material environment enables our students to find concrete answers to the challenges of 21st century societies. Collaboration with other departments in the Faculty of Arts and Creative Industries also allows our theoretical students to learn about the process of making objects, which helps to contextualize their work.

The Master in Design and Arts Management provides students with a comprehensive preparation for operational work in a wide range of cultural fields. Academic, theoretical studies are integrated with creative and professional practice in a project-oriented curriculum that builds on an interdisciplinary perspective involving arts, design and business together. The two specializations in Design and Art Management provide an opportunity for students more interested in fashion management and curating to gain a deeper understanding of these fields. However, the main aim of both specializations is for students to develop their knowledge of contemporary design and art, as well as the economic, business and management skills that will enable them to work in a wide range of cultural institutions.

DEPARTMENT OF CINEMATOGRAPHY

HEAD OF DEPARTMENT: PROF. DR. ÁDÁM ROZGONYI DLA HABIL.

We are not only witnesses but also consumers of the way the media world changes almost week by week, year by year. Yet anyone who wants to work and create in the media - film, television and the new media of the internet - needs to learn the basics, the classic rules of film and television production, while learning about the new possibilities. The Bachelor of Arts and Master of Arts courses start from the 'stove': we believe that only with a solid grounding in the basics can new ideas be expressed through convincing craft skills. In both courses, we make it compulsory to learn the rules of traditional film and programme making, while at the same time ensuring that our students "make their voices heard", finding a way to express themselves.

Our students work individually or in teams, and each semester they take their exams with a finished film, because in this field it is above all through practical work that the skills of the profession can be learned and practiced.

DEPARTMENT OF VISUAL COMMUNICATION

HEAD OF DEPARTMENT: GYULA JULIUS (MOLNÁR) DLA

We are a flexible, fresh-minded department, our strength is openness. With the help of our faculty of renowned leading professionals and artists in the various fields of photography, graphic design, autonomous graphics and fine arts, we give you maximum scope to find your individual style through realistic and often realistic, sharp tasks, which will help you to "jump" into the world of designers and artists. In our courses, we develop problem-solving skills focused on practical, functional design, encourage students to strive for innovative artistic solutions based on individual identity, but also to develop their own individual brand. Our students have been awarded prizes in numerous national and international competitions, demonstrating their talent in this field.

In both our bachelor's and master's programmes, we welcome students to work in a team, in a good atmosphere, with their teachers as creative partners, in a team environment that

supports teamwork, integrated design practice, state-of-the-art design thinking and the theoretical underpinning of their creative work. Our graduates are in high demand, and most of them are already working in a professional field immediately after graduation.

Our department currently offers three bachelor's and two master's courses.

After a foundation semester, students of the Bachelor of Photography can choose from three specializations, and can deepen their knowledge in the fields of creative photography, fashion photography or reportage photography, so that they can then complete their individual style and vision by raising their knowledge to a higher, artistic level in the Master of Photography.

The Visual Representation course is open to new techniques and processes in contemporary art, in addition to graphics and painting. The third specialisation is aimed at those interested in the world of comics and illustration. In the Graphic Design specialisation, packaging design and interactive graphic design can be chosen in the third semester of the course, in addition to the Graphic Design specialisation.

These majors and specializations are very similar, as they all have to do with design, art, creativity and expertise. Each of them targets a different area on the scale of photography and graphic design, but all of them strive to create a new aesthetic quality in the field of visual communication through its language.

In each case, the technical skills and the underlying conceptual content ensure that our students will become competitive professionals in their field.

The core courses in the Department of Visual Communication provide an excellent introduction to our Master's degrees in Graphic Design and Photography. The MA in Graphic Design offers students three specialisations. These offer the study of graphic design and illustration; graphic design working on all aspects of graphic design; and typography and type design.

We will develop you into a creative graphic designer who is able to respond to real-life situations and who can think and produce high-quality work in all areas of the profession.

We look forward to starting this creative work together!

INFORMATION ABOUT THE COURSES

FACULTY OF ARTS AND CREATIVE INDUSTRIES

Higher education vocational training

- Television programme producer
- Basic courses, in Hungarian
- Animation
- Design culture
- Architecture
- Photography
- Visual Representation
- Handicraft culture
- Environmental culture
- Media Design
- Cinematography
- Cinematography (film writing)
- Moving image (film and TV director)

- Cinematography and media studies
- Television programme maker
- Graphic Design
- Textile Design

Basic courses, in English

- BA in Animation
- BA in Photography
- BA in Visual Representation
- BA in Craftmanship
- BA in Environmental Design
- BA in Media Design
- BA in Motion Picture Studies
- BA in Film and Media Studies
- BA in Graphic Design

Master courses, in Hungarian

- Animation
- Interior Designer Artist
- Design and art management
- Fashion and textile design
- Architect
- Film production artist
- Screenwriter
- Design artist
- Photography
- Media Design
- Art instructor

- Television production artist
- Graphic Design

Master's courses, in English

- MA in Animation Design
- MA in ART and Design Management
- MA in Fashion and Textile Design
- MA in Cinematography
- MA in Design
- MA in Photography
- MA in Graphic Design

FACULTIES OF BUSINESS, COMMUNICATION AND TOURISM

Higher education vocational training

- Business Administration and Management
- Trade and Marketing
- Tourism and Hospitality

Basic courses, in Hungarian

- Human resources
- Business and Management
- Trade and Marketing
- Communication and Media Studies
- International Management
- International Studies
- Finance and Accounting
- Tourism and Hospitality

Basic courses, in English

- BSC in Business Administration and Management
- BSC in Commerce and Marketing
- BA in Communication and Media
- BSC in International Business Economics
- BSC in International Relations
- BSC in Finance and Accounting

- BSC in Tourism and Catering

Master courses, in Hungarian

- Human Resources Advisor
- Communication and Media Studies
- Marketing
- Master of Business Administration (MBA)
- International Economics and Management
- Tourism Management
- Business Development
- Management and Organisation

Master's courses, in English

- MA in Communication and Media
- MSc in Marketing
- Master of Business Administration
- MSc in International Economy and Business
- MSc in Tourism Management
- MSc in Business Development
- MSc in Management and Leadership



HIGHER EDUCATION VOCATIONAL TRAINING

ECONOMICS AND MANAGEMENT

PROGRAMME HEAD: DR. KATALIN HUZDIK PHD

Title of the higher education vocational training: entrepreneurship and management.

- qualification: assistant economist at higher level
- title in English: Economist Assistant

Duration of training course in semesters: 4 semesters

Language requirements: a basic knowledge of a foreign language at a professional level, as specified by the higher education institution in the vocational training **programme**.

TRADE AND MARKETING

PROGRAMME HEAD: DR. HABIL. ÁRPÁD PAPP-VÁRY PHD

Title of higher education qualification: commerce and marketing.

The title of the qualification as indicated in the diploma:

- qualification: assistant economist with a specialisation in commercial/marketing communications/commercial logistics
- title in English: Economist Assistant in Commerce / Marketing Communication / Commerce Logistics

Optional specialisation(s): Commerce, Marketing Communication, Commerce Logistics

Duration of training course: 4 semesters

Language requirements: basic knowledge of a foreign language at a professional level, as specified by the higher education institution in the vocational training programme.

TELEVISION PROGRAMME MAKER

PROGRAMME HEAD: KRISTÓF BÁNSZKI

Title of higher education qualification: television programme producer.

The title of the qualification is indicated in the diploma:

- qualification: assistant television programme producer at tertiary level
- title in English: Television Production Assistant

Training duration in semesters: 4 semesters

Language requirements: a basic knowledge of a foreign language at a professional level, as specified by the higher education institution in the vocational training programme.

TOURISM-CATERING

PROGRAMME HEAD: DR. MÁTYÁS HINEK PHD

Title of higher education qualification: tourism and catering.

The title of the qualification as indicated in the diploma:

- qualification: assistant economist in tourism/hospitality at tertiary level
- title in English: Economist Assistant in Tourism and Catering Specialized in Tourism / in Catering

Optional specialisation(s): Tourism, Catering

Duration in semesters: 4 semesters

Language requirements: in higher education, the qualification requires a state-recognised language examination of at least intermediate level (B2) complex in the field of study or a general language examination of advanced level (C1) complex or equivalent diploma or certificate.

BASIC TRAININGS

ANIMATION

PROGRAMME HEAD: MELINDA KISS DLA

Title of the basic training course: animation.

The level of education and training attained in the bachelor's degree course and the title of the qualification as indicated in the diploma:

level of qualification: Bachelor's degree (baccalaureus, bachelor; abbreviation: BA)

- qualification: animation designer
- title in English: Animator

Duration of training course: 6 semesters

Language requirements: The bachelor's degree requires a state-recognised intermediate level (B2) complex language examination or equivalent diploma or certificate in at least one foreign language.

DESIGN CULTURE

PROGRAMME HEAD: DR. HABIL. JÓZSEF SLÉZIA PHD

Title of the Bachelor's degree: design culture.

Level of qualification obtained in the bachelor's degree and indication of the qualification in the diploma:

level of qualification: Bachelor's degree (baccalaureus, bachelor; abbreviation: BA)

- qualification: design analyst
- title in English: Design Culture Specialist

Duration of training course: 6 semesters

Language requirements: The bachelor's degree requires a state-recognised intermediate level (B2) complex language examination or equivalent diploma or certificate in at least one foreign language.

HUMAN RESOURCES

PROGRAMME HEAD: DR. ZSOLT KIRÁLY

Title of the Bachelor's degree: human resources.

Level of qualification obtained in the bachelor's degree and indication of the qualification in the diploma:

level of qualification: Bachelor's degree (baccalaureus, bachelor; abbreviation: BA)

- qualification: Bachelor of Business Administration in Human Resources
- title in English: Economist in Human Resource Management

Optional specialisation(s): HR branding; HR technology and digitalisation; training development.

Duration of training in semesters: 7 semesters

CONSTRUCTION

PROGRAMME HEAD: PÉTER CSIZMADI DLA

Title of the basic course: architecture

Level of qualification obtained in the bachelor's degree course and indication of the qualification in the diploma:

level of qualification: Bachelor's degree (baccalaureus, bachelor; abbreviation: BA)

- qualification: architect
- title in English: Architectural Designer

Duration of training course: 6 semesters

Language requirements: the bachelor's degree requires a state-recognised intermediate level (B2) complex language examination or equivalent diploma or certificate in at least one foreign language.

PHOTOGRAPHY

PROGRAMME HEAD: LÁSZLÓ NÁNÁSI

Title of the Bachelor's degree: photography.

Level of qualification obtained in the bachelor's degree course and indication of the qualification in the diploma:

level of qualification: Bachelor's degree (baccalaureus, bachelor; abbreviation: BA)

- qualification: photographic designer
- title in English: Photographer

Optional specialisation(s): creative photography, fashion photography, ripot photography

Duration of training: 6 semesters

Language requirements: for the basic degree, a state-recognised intermediate level (B2) complex language examination in at least one foreign language or an equivalent school leaving certificate or diploma.

FARMING AND MANAGEMENT

PROGRAMME HEAD: DR. KATALIN HUZDIK PHD

The Bachelor's degree is in Business and Management.

The level of the qualification obtained and the title of the diploma:

level of qualification: bachelor's degree (baccalaureus, bachelor, abbreviated as BA)

- qualification: Bachelor of Economics in Economics and Management
- title in English: Economist in Business Administration and Management

Duration of training course: 7 semesters

Optional specialisation(s): e-business management, small and medium-sized enterprises, logistics

TRADE AND MARKETING

PROGRAMME HEAD: DR. CSABA DEZSŐ DÉR

The bachelor's degree is in commerce and marketing.

The level of education attained in the bachelor's degree and the indication of the qualification in the diploma:

- level of qualification: bachelor's degree (baccalaureus, bachelor, abbreviated as BA)
- qualification: Bachelor of Business Administration in Commerce and Marketing
- title in English: Economist in Commerce and Marketing

Duration in semesters: 7 semesters

Optional specialisation(s): e-business management; European marketing; small and medium-sized enterprises; logistics; advertising and public relations

PICTURE DESCRIPTION

PROGRAMME HEAD: SÁNDOR RÁCMOLNÁR DLA

Title of the Bachelor's degree: pictorial representation.

Level of qualification obtained in the bachelor's degree and indication of the qualification in the diploma:

- level of qualification: Bachelor's degree (baccalaureus, bachelor; abbreviation: BA)
- qualification: bachelor of arts in painting/graphic design
- title in English: Visual Representation Artist

Duration of training course: 6 semesters

Optional specializations: painting, graphics, comic illustration

Language requirements: for the bachelor's degree, a state-recognised intermediate level (B2) complex language examination or equivalent diploma or certificate in at least one foreign language is required.

HANDICRAFT OBJECT CULTURE

PROGRAMME HEAD: GYÖRGY ÁRPÁD HUNOR

Title of degree course: craftsmanship (Craftsmanship)

Level of qualification obtained in the bachelor's degree course and indication of the qualification in the diploma:

- level of qualification: Bachelor's degree (baccalaureus, bachelor; abbreviation: BA)
- qualification: craft object culture specialist
- title in English: Craftsman Artist

Duration of training course: 6 semesters

Optional specializations: fashion, creative jewelry, textiles

Language requirements: for the initial degree, a state-recognised intermediate level (B2) complex language examination or equivalent diploma or certificate in at least one foreign language is required.

COMMUNICATION AND MEDIA STUDIES

PROGRAMME HEAD: DR. ANDRÁS MURAI PHD

Title of degree course: communication and media studies

Level of qualification obtained in the bachelor's degree course and indication of the qualification in the diploma:

- level of qualification: bachelor's degree (baccalaureus, bachelor, abbreviated as BA)
- qualification: communicator
- title in English: Expert in Communication

Duration of training course: 6 semesters

Optional specialisation(s): integrated media, international communication (in English), PR advertising marketing

Language requirements: for the bachelor's degree, a state-recognised intermediate level (B2) complex language examination or equivalent diploma or certificate in at least one foreign language is required.

ENVIRONMENTAL CULTURE

PROGRAMME HEAD: ERZSÉBET BACHMANN DLA

Title of the basic training course: environmental culture

Level of qualification obtained in the bachelor's degree course and indication of the qualification in the diploma:

- level of qualification: Bachelor's degree (baccalaureus, bachelor; abbreviation: BA)
- qualification: environmental planner (indicating the specialisation)
- title in English: Environmental Designer

Optional specialisation(s): object design, spatial design

Duration of training course in semesters: 6 semesters

Language requirements: The bachelor's degree requires a state-recognised intermediate level (B2) complex language examination or equivalent diploma or certificate in at least one foreign language.

MEDIA DESIGN

PROGRAMME HEAD: PÁL SZACSVAY DLA

The bachelor's degree is in media design.

Level of qualification obtained in the bachelor's degree and indication of the qualification in the diploma:

- level of qualification: Bachelor's degree (baccalaureus, bachelor; abbreviation: BA)
- qualification: media designer
- title in English: Media Designer

Duration of training course: 6 semesters

Language requirements: The bachelor's degree requires a state-recognised intermediate level (B2) complex language examination or equivalent diploma or certificate in at least one foreign language.

CINEMATOGRAPHY (CAMERAMAN)

PROGRAMME HEAD: SÁNDOR CSUKÁS

Title of the basic training course: cinematography (cinematographer)

Level of qualification obtained in the bachelor's degree course and indication of the qualification in the diploma:

- level of qualification: Bachelor's degree (baccalaureus, bachelor; abbreviation: BA)
- qualification: cinematographer specialising in cinematography
- title in English: Motion Picture Cinematographer

Duration of training course: 6 semesters

Optional specialisation(s): Cinematographer

Language requirements: for the initial degree, a state-recognised intermediate level (B2) complex language examination or equivalent diploma or certificate in at least one foreign language.

CINEMATOGRAPHY (FILM AND TELEVISION DIRECTOR)

PROGRAMME HEAD: ÁGNES KOCSIS

Title of degree course: cinema (film and television director)

Level of qualification obtained in the course of studies and indication of the qualification in the diploma:

- level of qualification: Bachelor's degree (baccalaureus, bachelor; abbreviation: BA)
- qualification: film and television director specialising in cinematography
- title in English: Motion Picture Director

Duration of training course: 6 semesters

Language requirements: The bachelor's degree requires a state-recognised intermediate level (B2) complex certificate or equivalent diploma or diploma in at least one foreign language.

FILM CULTURE AND MEDIA LITERACY

PROGRAMME HEAD: DR. JÓZSEF PACSKOVSZKY

Title of degree course: cinema and media studies

Level of qualification obtained in the bachelor's degree course and indication of the qualification in the diploma:

- level of qualification: Bachelor's degree (baccalaureus, bachelor; abbreviation: BA)
- qualification: bachelor of arts in cinema and media studies
- title in English: Film and Media Specialist

Duration of training course: 6 semesters

Optional specialisation(s): filmmaker, film actor, TV presenter - screen and media actor

Language requirements: for the bachelor's degree, a state-recognised intermediate level (B2) complex language examination or equivalent diploma or certificate in at least one foreign language is required.

INTERNATIONAL MANAGEMENT

PROGRAMME HEAD: DR. HABIL. MIKLÓS VÁSÁRY PHD

Title of the course: international management

Level of qualification obtained in the bachelor's degree and indication of the qualification in the diploma:

- level of qualification: bachelor's degree (baccalaureus, bachelor, abbreviated as BA)
- qualification: Bachelor of Economics in International Management
- title in English: Economist in International Business

Duration in semesters: 8 semesters

Optional specialisation(s): global trade management; logistics; international business communication

Language requirements: for the bachelor's degree, a state-recognised intermediate level (B2) complex language examination in two foreign languages, or an equivalent certificate or

diploma in a foreign language, one of which may be replaced by a state-recognised general language examination at the advanced level (C1) complex language examination

INTERNATIONAL STUDIES

PROGRAMME HEAD: DR. VIKTOR FRIEDMANN

Title of the course: international studies.

Level of qualification obtained in the bachelor's degree and indication of the qualification in the diploma:

- level of qualification: bachelor's degree (baccalaureus, bachelor, abbreviated as BA)
- qualification: international relations specialist
- title in English: International Relations Expert

Duration in semesters: 6 semesters

Optional specialisation(s): diplomacy and international communication; use of EU funds

Language requirements: for the bachelor's degree, at least two state-recognised intermediate level (B2) complex language examinations in a foreign language, at least one of which must be in a relevant specialised language in a social science, law, economics or political science field, and the other in a general language examination or equivalent diploma or certificate.

FINANCE AND ACCOUNTING

PROGRAMME HEAD: PROF. DR. ZSUZSANNA SZÉLES PHD

The Bachelor's degree is in Finance and Accounting.

The level of the qualification and the indication of the qualification in the diploma:

- level of qualification: bachelor's degree (baccalaureus, bachelor, abbreviated as Bsc)
- qualification: Bachelor of Economics in Finance and Accounting
- title in English: Economist in Finance and Accounting

Duration in semesters: 7 semesters

Optional specialisation(s): Finance, Accounting, International IFRS

TELEVISION PROGRAMME MAKER

PROGRAMME HEAD: KRISTÓF BÁNSZKI

Title of the basic training course: television programme producer.

Level of qualification obtained in the bachelor's degree course and indication of the qualification in the diploma:

- level of qualification: bachelor's degree (bachelor; baccalaureus, abbreviation: BA)
- qualification: television programme producer
- title in English: Television Production Expert

Duration of training course: 6 semesters

Optional specialisation(s): cameraman-editor; director-dramaturge; editor-reporter - creative writer

Language requirements: for the bachelor's degree, a state-recognised intermediate level (B2) complex language examination or equivalent diploma or certificate in at least one foreign language is required.

GRAPHIC DESIGN

PROGRAMME HEAD: GYULA JULIUS (MOLNÁR) DLA

The bachelor's degree is in graphic design.

Level of qualification obtained in the bachelor's degree and indication of the qualification in the diploma:

- level of qualification: Bachelor's degree (baccalaureus, bachelor; abbreviation: BA)
- qualification: graphic designer
- title in English: Graphic Designer

Duration of training course: 6 semesters

Optional specialisation(s): packaging design; interactive graphic design; graphic design.

Language requirements: for the bachelor's degree, a state-recognised intermediate level (B2) complex language examination or equivalent diploma or certificate in at least one foreign language is required.

TEXT GUIDE

PROGRAMME HEAD: ZSUZSANNA ARANYOSI PHD

Title of the basic training course: textile designer

Level of qualification obtained in the bachelor's degree course and indication of the qualification in the diploma:

- level of qualification: Bachelor's degree (baccalaureus, bachelor; abbreviation: BA)
- qualification: textile designer
- title in English: Textile Designer

Duration of training course: 6 semesters

Optional specialisation(s): fashion specialisation; textile specialisation.

Language requirements: for the bachelor's degree, a state-recognised intermediate level (B2) complex language examination or equivalent diploma or certificate in at least one foreign language is required.

TOURISM-CATERING

PROGRAMME HEAD: DR. NOÉMI KULCSÁR PHD

Title of the basic course: tourism and catering.

Level of qualification obtained in the bachelor's degree and indication of the qualification in the diploma:

- level of qualification: bachelor's degree (baccalaureus, bachelor, abbreviation: BA)
- Qualification: Bachelor of Business Administration in Tourism and Hospitality
- title in English: Economist in Tourism and Catering

Duration in semesters: 8 semesters

Optional specialisation(s): health tourism; gastronomy; international hotel & hospitality management; international hotel management; event and business tourism

Language requirements: for the bachelor's degree, a state-recognised intermediate level (B2) complex language examination in two foreign languages, or an equivalent certificate or diploma in the field of study, one of which may be replaced by a state-recognised general language examination at the advanced level (C1) complex language examination.

You can find out more about our basic training courses at <https://www.metubudapest.hu/levels>.

DUAL TRAINING

Dual training is a type of basic training with much more work experience. The aim is to give recent graduates outstanding practical and business experience when they enter the labour market.

During the training, students spend 26 weeks a year at the university and 22 weeks a year in the company, where they do a work placement linked to the training, for which they are paid for the full duration of the normal training.

The dual training courses will start in the academic year 2022/23 in the following fields and with the following partner companies:

Training	Partner company		
Finance and accounting	 MandoVentures		
Administration and Management (also in English)		 MandoVentures	
Human resources			
Trade and marketing (also in English)			
International management			

To find out more about the dual training programme, visit <https://www.metropolitan.hu/kepzesi-szintek/dualis-kepzesek>.

MASTERS COURSES

ANIMATION

PROGRAMME HEAD: MELINDA KISS DLA

Title of the Master's degree: animation.

Level of qualification obtained in the Master's degree and indication of the qualification in the diploma:

- level of qualification: Master's degree (magister, master; abbreviation: MA)
- qualification: qualified animation filmmaker
- title in English: Animation Film Director

Duration of training course: 4 semesters

The Master's degree requires a state-recognised intermediate level (B2) complex language examination or equivalent diploma or certificate in a foreign language.

The student must have at least 60 credits, based on a comparison of the knowledge on which the credit is based, as defined by the Higher Education Act, in the following fields of knowledge according to his/her previous studies: freehand drawing, knowledge of animation techniques, film history, animation history, dramaturgy, film dramaturgy, theory of cinematography, composition, cinematography, film technology, film analysis, cultural history, writing practice.

To be admitted to the Master's programme, students must have at least 30 credits in the listed subjects. The missing credits must be acquired in parallel with the Master's degree programme within two semesters of admission, in accordance with the study and examination regulations of the higher education institution.

INTERIOR DESIGNER ARTIST

PROGRAMME HEAD: DR. HABIL. KLAUDIA SZŐSZ DLA

Title of the Master's degree: interior designer

Level of qualification obtained in the Master's degree and indication of the qualification in the diploma:

- level of qualification: Master's degree (magister, master; abbreviation: MA)
- qualification: diploma in interior design
- title in English: Interior and Spatial Designer

Duration of training course: 4 semesters

The Master's degree requires a state-recognised intermediate level (B2) complex-type language examination in a foreign language or an equivalent school-leaving certificate or diploma.

The minimum number of credits required for admission to the Master's programme is 60 credits in the following fields of study according to previous studies:

Artistic Representation: drawing, colour theory, design, anatomy, patterning, representational geometry, computer science, graphic studies;

design and theory of design: interior and architectural design, object and furniture design, furniture and building design, art history and theory, social sciences, communication and presentation.

To be admitted to the Master's programme, students must have a minimum of 30 credits in the listed areas, based on their previous studies. The missing credits must be acquired in parallel with the Master's degree programme within two semesters of admission, as specified in the study and examination regulations of the higher education institution.

DESIGN AND ART MANAGEMENT

PROGRAMME HEAD: DR. ZSUZSANNA PÖRCZI PHD

The Master's degree is in Design and Art Management.

Level of qualification obtained in the Master's degree and indication of the qualification in the diploma:

- level of qualification: Master's degree (magister, master; abbreviation: MA)
- qualification: diploma in design and art management
- title in English: Art and Design Manager

Duration of training course: 4 semesters

The Master's degree requires a state-recognised intermediate level (B2) complex language examination or equivalent diploma or certificate in a foreign language

The minimum number of credits required for admission to the Master's programme is 60 credits in the fields of humanities, social sciences, economics, arts and design, art mediation and communication studies.

To be admitted to the Master's programme, students must have obtained at least 30 credits in the areas listed above from their bachelor's studies. The missing credits must be acquired in accordance with the study and examination regulations of the higher education institution.

FASHION AND TEXTILE DESIGN

PROGRAMME HEAD: KRISZTINA REMETE DLA HABIL.

Title of the Master's degree: fashion and textile design.

The level of the Master's degree and the indication of the qualification in the diploma:

- level of qualification: Master's degree (magister, master; abbreviation: MA)
- qualification: qualified fashion and textile designer
- title in English: Fashion and Textile Designer

Duration of training course: 4 semesters

The Master's degree requires a state-recognised intermediate level (B2) complex-type language examination in a foreign language or an equivalent school-leaving certificate or diploma

The minimum number of credits required for admission to the Master's programme is 60 credits in the fields of fashion and textile design, professional theory, art history and theory, social sciences, philosophy, economics and law, communication and presentation.

To be admitted to the Master's programme, students must have obtained at least 30 credits in the listed fields from their bachelor's studies. The missing credits must be acquired in accordance with the study and examination regulations of the higher education institution.

HUMAN RESOURCES ADVISER

PROGRAMME HEAD: DR. HABIL. SZILVIA SZABÓ PHD

Title of the Master's degree: human resources counsellor

Level of qualification obtained in the Master's degree and indication of the qualification in the diploma:

- level of qualification: Master's degree (magister, master; abbreviation: MA)
- Qualification: Degree in economics, human resources consultant
- title in English: Human Resource Counsellor

Duration of training course: 4 semesters

The Master's degree requires a state-recognised intermediate level (B2) complex-type language examination in a foreign language or an equivalent certificate or diploma.

The total number of credits required for admission to the Master's programme according to previous studies is 30 credits in the following areas:

Communication Studies, Communication Development; information technology, library science; social sciences (social studies, sociology, anthropology, political science); economic and legal studies. humanities.

To be admitted to the Master's programme, students must have at least 15 credits from the previous studies. The missing credits must be acquired in accordance with the study and examination regulations of the higher education institution.

BUILDER

PROGRAMME HEAD: DR. HABIL. KLAUDIA SZÖSZ DLA

Title of the Master's degree: architect.

Level of qualification and indication of the qualification in the diploma:

- level of qualification: master's degree (magister, master; abbreviation: MA)
- qualification: qualified architect
- title in English: Architectural Designer

Duration of training course: 4 semesters

The Master's degree requires a state-recognised intermediate level (B2) complex-type language examination in a foreign language or an equivalent school-leaving certificate or diploma

The student must have a minimum of 60 credits in the following fields of study, based on a comparison of the knowledge on which the credit is based, as defined by the Higher Education Act: architecture studies, design studies, art history and theory, social sciences, philosophy, economics and law, communication and presentation skills.

To be admitted to the Master's programme, students must have at least 30 credits in the listed subjects. The missing credits must be acquired in parallel with the Master's degree course within two semesters of admission, as specified in the study and examination regulations of the higher education institution

FILM CINEMATOGRAPHER ARTIST

PROGRAMME HEAD: SÁNDOR CSUKÁS

Title of the Master's degree: film operator artist.

The level of the Master's degree and the indication of the qualification in the diploma:

- level of qualification: master's degree (magister, master; abbreviation: MA)
- qualification: qualified film operator
- title in English: Cinematographer

Duration of training course: 4 semesters

The Master's degree requires a state-recognised intermediate level (B2) complex language examination in a foreign language or an equivalent school-leaving certificate or diploma

The minimum number of credits required for admission to the Master's programme is 20 credits in the following areas:

- 10 credits in the field of cinematography,
- 10 credits on the theory of cinematographic cinematography.

For admission to the Master's programme, students must have completed at least 10 credits in total in the areas listed above, based on their bachelor's degree. The missing credits must be acquired in accordance with the study and examination regulations of the higher education institution.

DESIGN ARTIST

PROGRAMME HEAD: ÁRPÁD HUNOR GYÖRGY

The title of the Master's degree course is: design artist.

Level of qualification and indication of the qualification in the diploma:

- level of qualification: Master's degree (magister, master; abbreviation: MA)
- qualification: qualified designer
- title in English: Designer

Duration of training course: 4 semesters

The Master's degree requires a state-recognised intermediate level (B2) complex-type language examination in a foreign language or an equivalent school-leaving certificate or diploma

On the basis of previous studies and work experience (subject to the rules for credit recognition), a minimum of 60 credits in design theory and practice, art history and theory, social sciences, philosophy, economics and law, communication and presentation skills.

To be admitted to the Master's programme, students must have at least 30 credits. The missing credits must be acquired in accordance with the study and examination regulations of the higher education institution.

PHOTOGRAPHY

PROGRAMME HEAD: LÁSZLÓ NÁNÁSI

Title of the Master's degree: photography

Level of qualification obtained in the Master's degree and indication of the qualification in the diploma:

- level of qualification: Master's degree (magister, master; abbreviation: MA)
- qualification: qualified photographic designer
- title in English: Photographer

Duration of training course: 4 semesters

The Master's degree requires a state-recognised intermediate level (B2) complex language examination in a foreign language or an equivalent school-leaving certificate or diploma.

The minimum number of credits required for admission to the Master's programme is 60 credits in the fields of artistic knowledge, professional theory of photography, professional competences in photography, humanities and social sciences, economics, philosophy and law, media studies, communication and presentation skills, entrepreneurship.

To be admitted to the Master's programme, students must have obtained at least 30 credits in the areas listed above, based on their bachelor's degree. The missing credits must be acquired in accordance with the study and examination regulations of the higher education institution.

COMMUNICATION AND MEDIA STUDIES

PROGRAMME HEAD: DR. ANDRÁS MURAI PHD

The Master's degree is in Communication and Media Studies.

The level of the Master's degree and the indication of the qualification in the diploma:

- level of qualification: Master's degree (magister, master; abbreviation: MA)
- qualification: diploma in communication and media studies
- title in English: Communications and Media Studies Expert

Duration in semesters: 4 semesters

The Master's degree is awarded on the basis of a state-recognised higher level C or equivalent

language examination or a state-recognised intermediate level C language examination in a language other than the language required for the Bachelor's degree, or an equivalent school leaving certificate or diploma.

The student must have a minimum of 30 credits of social sciences, communication and media studies, based on a comparison of the knowledge on which the credit is based, as defined in the Higher Education Act. The missing credits must be acquired in parallel with the Master's degree programme within two semesters of admission, as specified in the study and examination regulations of the higher education institution.

MASTER OF BUSINESS ADMINISTRATION (MBA)

PROGRAMME HEAD: ERDEINÉ DR. SZILVIA KÉSMÁRKI-GALLY PHD

The Master of Business Administration (MBA) is a Master of Business Administration.

The level of the Master's degree and the indication of the qualification in the diploma:

- level of qualification: Master's degree (magister, master; abbreviation: MSc)
- qualification: MBA in economics
- title in English: Economist

Duration in semesters: 4 semesters

The Master's degree requires a state-recognised language examination in English of at least intermediate level (B2), complex type, or in another foreign language of intermediate level (B2), complex type, in a specialised language corresponding to the field of study, or a state-recognised general language examination of advanced level (C1), complex type, or an equivalent school-leaving certificate or diploma.

The minimum number of credits required for entry to the Master's programme is 60 credits in the following areas:

15 credits in the field of methodology (mathematics, statistics, computer science);

10 credits in the field of economics (micro- and macroeconomics, international economics, environmental economics, economic theory, economic statistics, history of economic theory, economic modelling, economic policy, sectoral and functional economics, community economics, world and European economics, public policy);

10 credits in business studies (corporate economics, finance, economic law, decision theory and methodology, business ethics, business communication);

10 credits in social sciences (European Union, general and economic law, economic history, sociology, psychology, philosophy);

15 credits in the field of professional knowledge (organisational behaviour, accounting, corporate finance, marketing, production management, leadership and organisation, controlling, strategic planning, human resources management).

To be admitted to the Master's programme, students must have at least 30 credits in the above areas, based on their previous studies. The missing credits in the Master's programme must be acquired in accordance with the study and examination regulations of the higher education institution.

MARKETING

PROGRAMME HEAD: DR. CSABA DEZSŐ DÉR

Title of the Master's programme: marketing

The level of the Master's degree and the indication of the qualification in the diploma:

- level of qualification: Master's degree (magister, master, abbreviated as Msc)
- Qualification: Bachelor of Economics, Marketing
- title in English: Economist in Marketing

Duration of training course: 4 semesters

The Master's degree requires a state-recognised language examination in English of at least intermediate level (B2), complex type, or in another foreign language of intermediate level (B2), complex type, in a specialised language corresponding to the field of study, or a state-recognised general language examination of advanced level (C1), complex type, or an equivalent certificate or diploma.

The minimum number of credits required for entry to the Master's programme is 30 credits in the following areas:

- 8-12 credits in the field of methodology (mathematics, statistics, computer science);
- 8-12 credits in theoretical economics (micro- and macroeconomics, international economics, regional economics, economic history);
- 10-14 credits in the field of business studies (business economics, corporate finance, marketing, accounting, management and organisation, human resources).

MEDIA DESIGN

PROGRAMME HEAD: ÁGNES ÉVA MOLNÁR

The Master's degree is in media design.

The level of the Master's degree and the indication of the qualification in the diploma:

- level of qualification: Master's degree (master, magister, abbreviation: Msc)
- qualification: qualified media designer

Duration of training course: 4 semesters

The Master's degree requires a state-recognised intermediate level (B2), complex-type language examination or equivalent diploma or certificate in a foreign language

The minimum number of credits required for admission to the Master's degree is 60 credits in visual studio studies, media studio studies, software usage skills, media design design skills, media art skills, recording technology skills, subject history, production skills, typography skills, audiovisual motion picture design skills, practical and theoretical knowledge of other performing arts, information technology skills, dramaturgy, image analysis, writing practice, media theory, film theory.

To be admitted to the Master's programme, students must have obtained at least 30 credits in the above areas in their bachelor's degree. The missing credits must be acquired in accordance with the study and examination regulations of the higher education institution.

INTERNATIONAL ECONOMICS AND MANAGEMENT

PROGRAMME HEAD: DR. HABIL MIKLÓS VÁSÁRY PHD

The Master's degree is in International Economics and Management.

The level of the Master's degree and the indication of the qualification in the diploma:

- level of qualification: Master's degree (magister, master, abbreviated as Msc)
- qualification: Bachelor of Economics, specialising in International Economics and

- Management
 - title in English: Economist in International Economy and Business

Duration of training course: 4 semesters

The Master's degree is awarded on the basis of a state-recognised language examination in English of at least intermediate level (B2), complex type, or in another foreign language of intermediate level (B2), complex type, in the field of study, or a state-recognised general language examination of advanced level (C1), complex type, or an equivalent certificate or diploma

The minimum number of credits required for entry to a Master's programme other than the bachelor's programme is 45 credits in the following areas:

- at least 18 credits in economics and methodology (micro- and macroeconomics, international economics, economic theory, economic policy, mathematics, statistics, computer science);
- at least 12 credits in the field of basic business studies (finance, corporate finance, corporate economics, marketing, accounting, management and organisation, human resources management);
- at least 15 credits in the field of professional knowledge.

For admission to the Master's programme, the student must have at least 15 credits in the above areas, based on previous studies. The missing credits in the Master's programme must be acquired in accordance with the study and examination regulations of the higher education institution.

TELEVISION PRODUCTION ARTIST

PROGRAMME HEAD: BOJÁNA PAPP

Title of the Master's degree: television programme maker.

Level of qualification obtained in the Master's programme and indication of the qualification in the diploma:

- level of qualification: Master's degree (magister, master; abbreviation: MA)
- qualification: qualified television programme maker
- title in English: Expert in Television Production Arts

Duration in semesters: 4 semesters

The Master's degree requires a state-recognised intermediate level (B2) complex-type language examination in a foreign language or an equivalent school-leaving certificate or diploma

Minimum number of credits required for admission to the Master's degree: art history 6 credits, social sciences, law 6 credits general art theory and art aesthetics 6 credits.

To be admitted to the Master's programme, students must have at least 6 credits. The missing credits must be acquired in accordance with the study and examination regulations of the higher education institution.

GRAPHIC DESIGN

PROGRAMME HEAD: GYULA JULIUS (MOLNÁR) DLA

Title of the Master's degree: graphic design.

Level of qualification obtained in the Master's degree and indication of the qualification in the diploma:

- level of qualification: Master's degree (magister, master; abbreviation: MA)
- qualification: qualified graphic designer
- title in English: Graphic Designer

Duration in semesters: 4 semesters

The Master's degree requires a state-recognised intermediate level (B2), complex-type language examination or equivalent diploma or certificate in a foreign language

The minimum number of credits required for admission to the Master's programme is 60 credits in the fields of media and visual studios, graphic design studios, media and production technology, media, art history and theory, philosophy, social sciences, economics and law, communication and presentation.

To be admitted to the Master's programme, students must have obtained at least 30 credits in the listed fields from their bachelor's degree. The missing credits must be acquired in accordance with the study and examination regulations of the higher education institution.

TOURISM - MANAGEMENT

PROGRAMME HEAD: DR. NOÉMI KULCSÁR PHD

The Master's degree is in Tourism Management.

The level of the Master's degree and the indication of the qualification in the diploma:

- level of qualification: Master's degree (magister, master; abbreviation: Msc)
- qualification: Bachelor of Business Administration in Tourism Management
- title in English: Economist in Tourism and Management

Duration in semesters: 4 semesters

The Master's degree requires a state-recognised intermediate level (B2) foreign language examination of a complex type in a specialised language relevant to the field of training and a state-recognised advanced level (C1) foreign language examination of a complex type in a general language, one of which is English, or an equivalent school-leaving certificate or diploma.

The student must have a minimum of 60 credits in the following fields of knowledge, based on a comparison of the knowledge on which the credit is based, as defined in the Higher Education Act:

- at least 40 credits in basic economics and methodology (microeconomics, macroeconomics, mathematics, statistics, informatics, business economics, accounting, controlling, finance, human resources management) and social sciences;
- at least 20 credits in general theory of tourism, economics of tourism, geography of tourism, marketing of tourism, hospitality and hotel management

To be admitted to the Master's programme, students must have at least 30 credits in the listed subjects. The missing credits must be acquired in parallel with the Master's degree programme within two semesters of admission, in accordance with the study and examination regulations of the higher education institution.

BUSINESS DEVELOPMENT

PROGRAMME HEAD: DR. KATALIN HUZDIK PHD

The title of the Master's programme is: business development.

Level of qualification obtained in the Master's programme and indication of the qualification in the diploma:

- level of qualification: Master's degree (magister, master; abbreviation: MSc)
- Qualification: Bachelor of Business Administration in Business Administration
- title in English: Economist in Business Development

Duration of training course: 4 semesters

The Master's degree requires a state-recognised language examination in English of at least intermediate level (B2), complex type, or in another foreign language of intermediate level (B2), complex type, in a specialized language corresponding to the field of study, or a state-recognised general language examination of advanced level (C1), complex type, or an equivalent certificate or diploma.

The student must have been awarded at least 30 credits in the following areas of knowledge, based on a comparison of the knowledge on which the credit is based, as defined in the Higher Education Act:

- methodological knowledge (8 credits): mathematics, statistics;
- Basic theoretical economics (10 credits): micro- and macroeconomics, finance;
- business studies (12 credits): business economics, economic law, marketing, corporate finance, accounting;

To be admitted to the Master's programme, students must have at least 30 credits in the listed subjects.

LEADERSHIP AND ORGANISATION

PROGRAMME HEAD: DR. CSABA ISTVÁN ILYÉS PHD

Title of the Master's degree: management and organisation

Level of qualification obtained in the Master's degree and indication of the qualification in the diploma:

- level of qualification: Master's degree (magister, master; abbreviation: MSc)
- qualification: Bachelor of Economics, Management and Organisation
- title in English: Economist in Management and Leadership

Duration of training course: 4 semesters

The Master's degree is awarded on the basis of a state-recognised language examination in English of at least intermediate level (B2), complex type, or in another foreign language of a foreign language of intermediate level (B2), complex type, in the field of the training, or a state-recognised general language examination of advanced level (C1), complex type, or an equivalent certificate of maturity

The student must have a minimum of 60 credits in the following fields of study, based on a comparison of the knowledge on which the credit is based, as defined in the Higher Education Act:

- methodological basic knowledge (15 credits): mathematics, statistics, computer science;
- basic economics (10 credits): micro- and macroeconomics, international economics, environmental economics, economic theory, economic statistics, history of economic theory, economic modelling, economic policy, sectoral and functional economics, community economics;
- business basics (15 credits): business economics, business law, marketing, finance,

accounting, decision theory and methodology, business ethics, business communication, taxation, corporate finance;

- social sciences (10 credits): EU studies, public policy, economic history, sociology, philosophy, psychology;
- Professional skills (10 credits): value chain management, leadership and organisation, business planning, enterprise management, strategic planning, controlling, human resource management, management skills development, information systems.

To be admitted to the Master's programme, students must have at least 30 credits in the areas listed. The missing credits must be acquired in parallel with the Master's degree programme within two semesters of admission, as specified in the study and examination regulations of the higher education institution.

For more information on our Master's programmes, please visit <https://www.metropolitan.hu/kepzesi-szintek/mesterkepzes>.

