

BUDAPESTI METROPOLITAN UNIVERSITY

ACADEMIC GUIDE

2026/2027. ACADEMIC YEAR



BUDAPESTI
METROPOLITAN
EGYETEM

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VICE-RECTOR'S WELCOME

Dear Students,

It is my great pleasure to welcome you on behalf of the Budapest Metropolitan University to the 2026/2027 academic year. I extend a special welcome to all students who are beginning their studies at our University this year.

Our institution is committed to providing an inspiring and supportive environment in which our students not only acquire up to date professional knowledge, but also develop their creativity, collaborative skills and personal competencies. The Academic Guide is designed to offer reliable guidance for this: it brings together all essential information required for the effective planning and successful completion of their studies.

Through our shared work in the coming period, you will have the opportunity to acquire high level knowledge in your chosen field and to earn the qualification and diploma that reflect your expertise.

We are committed to educating highly qualified business and communication professionals and artists who possess the practical skills and competencies required by the labour market, and upon completing their studies – or even during their time at the University – they can become active and effective contributors to both the domestic and international job markets and the entrepreneurial sphere.

Throughout your studies, alongside the transmission of universal knowledge, we place strong emphasis on developing creative thinking and consciously shaping your personal brand. We pursue this mission through the implementation of the myBRAND programme – an initiative unique within Hungarian higher education that supports students in identifying and shaping their individual career paths – as well as by providing study opportunities at nearly 200 Erasmus partner universities abroad. Our instructors believe that learning becomes a true experience when it takes place in an inspiring, supportive environment, through engaging teaching methods and within a modern educational setting.

By taking advantage of these opportunities, your efforts will yield more than a diploma certifying your knowledge and qualifications. Your time at METU will contribute to unfolding your personality and to your experience and active participation in our university community.

I trust that throughout your years at the University you will gain a wealth of professional and personal experiences, build valuable connections and acquire knowledge that will provide a solid foundation for achieving your future goals.

I wish all our students successful studies, perseverance and every success along this journey.

Dr. habil. Zsuzsanna Éva Tóth Dr. Naárné
Vice-Rector for Education

GENERAL INFORMATION

GENERAL INFORMATION ABOUT THE UNIVERSITY

Details of the University:

Budapest Metropolitan University

1148 Budapest, Nagy Lajos király útja 1-9.

Telephone: +36 1 273 3090

Fax: +36 1 273 3099

E-mail: mail@metropolitan.hu

Website: www.metropolitan.hu

Institutional ID number: FI33842

General characteristics of the University

The University is a state-recognised higher education institution in Hungary, operating as a non-state university of applied sciences.

METU offers programmes in five academic fields – economics, social sciences, humanities, arts and art mediation. Currently, about 7,000 active students pursue their studies at the Faculty of Art and Creative Industries and the Faculty of Business, Communication and Tourism, across 23 bachelor's programmes, 23 master's programmes, 4 higher educational vocational training programmes and nearly 40 postgraduate specialist training programmes.

The mission of the University

The mission of the University is to build a community of creators who are able to flourish both in their professional work and in their personal lives. Our goal is to ensure that everyone can find their own path toward personal and professional fulfilment within METU's inspiring and open community. By fostering creative and innovative thinking, the University prepares its students to meet the evolving demands of the labour market.

Academic leaders of the institution

Dr. Péter Rada, Vice-Rector for International Academic Relations

Dr. habil. Zsuzsanna Éva Tóth Dr. Naárné, Vice-Rector for Education, acting on behalf of the Rector

Dr. Gábor Megyeri, Dean, Faculty of Art and Creative Industries

Dr. Viktor Friedmann, Dean, Faculty of Business, Communication and Tourism

Andrea Rizmajer, Head of the Training Centre, Training Centre

Buildings of the University

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

Specific conditions for programmes funded through Hungarian state scholarship /partial state scholarship

The condition for participating in programmes funded through Hungarian state scholarship/partial state scholarship is that students declare in writing upon enrolment that they agree to the special conditions specified by the national higher education act.

In the case of state funded studies, the costs of the programme are covered by the Hungarian state instead of the student. In return, the student undertakes to obtain their degree within a period not exceeding one and a half times the standard duration of the programme and – within 20 years after graduation – to maintain employment in Hungary for a period equalling the number of semesters during which they received state funding.

You can read more about the specific conditions at www.oktatas.hu/magyar-allami-osztondij

THE STUDENT REQUIREMENTS SYSTEM AND OTHER REGULATIONS

The current texts of the university regulations are available on our University's website under the Regulations menu item:

[Regulations | Budapest Metropolitan University](#)

The Student Requirements System

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

Fire safety educational material

All our students must familiarise themselves with the educational material on fire protection and fire alarms during enrolment and must confirm this by signing.

Intellectual Property Management Policy

The intellectual property management policy facilitates the registration, utilisation and legal protection of intellectual works created by instructors, researchers and students at METU.

Code of Ethics

It summarises the principles of behaviour – accepted in our community – by our students, instructors, teachers, researchers and non-teaching staff with the aim of providing guidance in everyday life and serving as a basis for supporting collaboration.

House Rules

The purpose of the House Rules is to ensure and promote the proper use of the University's premises and equipment.

SCHEDULE OF THE ACADEMIC YEAR

The academic year consists of a sign-in period, enrolment period, course registration period, study period and examination period. The Rector decides on the academic calendar by taking into account the experiences of the previous academic year, the provisions of legislation and the recommended curricula. The Rector lays down the decision in an instruction no later than the end of April of the academic year preceding the start of the given academic year and publishes the instruction on the University's website. **The 2026/2027 academic calendar is available at the following link: [Academic calendar 2026/2027](#).**

PROCEDURE FOR MANAGING THE STUDENTS' ACADEMIC MATTERS

Student office hours

The office hours and the contact details of the Student Information Centre can be found at the following link:

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

If your question requires personal administration, you should book an appointment in advance at the ticket dispenser on the campuses or via the Webbooking system (from the quick link on the University website). You can primarily contact the Student Information Centre with questions related to your studies, but they can also help you find a solution if you encounter difficulties in any area of your academic progress.

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

Information

- any questions regarding your studies,
- Function of the Neptun Unified Study Administration System, submitted questions, requests (hereinafter: Neptun)
- enrolment, course registration, questions arising during the exam period,
- thesis, final exam,
- questions related to the regulations.

Request for certification

- certification of student status,
- other certifications concerning academic matters.

Student ID card processing

- applying for a new student ID card,
- requesting a certificate entitling to status-related preferences until the student ID card arrives,
- receiving semester validation stickers.

Student loan administration

- Concluding a student loan agreement.

Nagy Lajos király úti campus

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

Rózsa utcai campus

1077 Budapest, Rózsa utca 4-6., Office A007

Infopark Campus

1117 Budapest, Gábor Dénes u. 2, Building D, Office 221

In writing

<http://www.metropolitan.hu/hallgatoi-kerdes-urlap>

On the telephone

Student Information Centre: (06 1) 273-24-67

PROCEDURE FOR APPLYING FOR THE FINAL EXAM, PARTS OF THE FINAL EXAM

The student completes their studies with a final examination. Students are informed about the final exam requirements and the final exam process by degree programmes, before the current final exam – by 31 October in the autumn semester and by 31 March in the spring semester through Neptun.

If the student fails to register for the final exam, they can only register for the next final examination period.

The final exam must be taken before the final examination committee. The final examination committee has one chairperson and at least two other members. The final examination committee may consist of maximum 5 members.

The final examination questions are complex. In the case of a list of final exam questions, if the student returns the drawn or received question, they will not be allowed to draw or receive a new question. The grade for that part of the final exam will be “fail”.

The professional attitude investigation (habitus test) focuses on whether and to what extent the student is able to apply the acquired theories in practice, recognise professional connections and form independent opinions based on the complex professional knowledge known in advance.

In art master's (degree) programmes, the reviewer or critic may form an opinion about the submitted diploma work in order to place the diploma work in the professional context of the given art field based on the given evaluation criteria.

Detailed rules regarding the final examination

A student can be admitted to the final examination if they:

- obtained their pre-degree certificate no later than one week before the start of the final examination period,
- submitted their thesis and the average grade recommended by the reviewers is at least “pass”,
- submitted the diploma work required in art programmes,
- do not owe the University any devices, books or money.

The final list of exam questions with the compulsory literature, other final exam requirements, the Dean's instructions on calculating the final exam grade and the grading of the degree as

well as the announcement regarding the postgraduate specialist training programme must be published by the University during the academic semester structure of the expected completion of the studies by 31 October for the autumn semester and by 31 March for the spring semester.

Based on the previously announced final exam requirements, the final exam can consist of the following parts:

- thesis defence,
- presentation of the diploma work and its oral defence,
- taking written and complex oral exams,
- presentation of the individual professional and personal portfolio.

For students enrolling in bachelor's (degree) programmes in economics and social sciences announced in Hungarian from the 2018/2019 academic year and in English from the 2019/2020 academic year, the final exam consists of the following parts:

- myBRAND portfolio presentation,
- thesis defence,
- professional attitude investigation (habitus test).

INSTITUTIONAL MOBILITY

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

ERASMUS+ Scholarships

The 2026/2027 academic year will offer study mobility for Hungarian and foreign students, professional internships abroad for our students (sending students and receiving foreign students), exchange of instructors and further training of staff.

We currently have Erasmus+ student and instructor mobility agreements with more than 140 institutions, and their number is constantly growing.

Mobility for studies: 2-12 months

The amount of scholarship depending on the destination country: EUR 540–600/month

Internship: 2-12 months

The amount of scholarship depending on the destination country: EUR 690-750/month.

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

More information: <https://www.metropolitan.hu/erasmus>

E-mail: erasmus@metropolitan.hu

Erasmus + International Credit Mobility

The aim of credit mobility applications is to promote student and instructor mobility with countries outside Europe, develop joint projects and research and share good practices with our partners. METU has received more than EUR 600,000 in grant funding in recent years to implement the mobility of its instructors and students. More information: <https://www.metu-budapest.hu/erasmus-credit-mobility>

CEEPUS

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

More information: <https://www.metropolitan.hu/ceepus-hallgatoi-mobilitas>

Bilateral agreements, Individual Exchange

METU's international relations are developing dynamically, and our students and instructors can currently travel to more than 140 Erasmus+ partners. In addition, bilateral relations outside Europe are constantly expanding. Our students can pursue semester-long partial studies at more than 200 partner institutions.

Applicants for individual exchange mobility do not receive scholarship support from the University.

Further collaborations

Scientific cooperation: the **Erasmus+ University Charter** promotes scientific cooperation by creating thematic networks. The University continues to organise international conferences in this field and supports the participation of its instructors in international research groups and international conferences.

Opportunities to get involved in organising international relations: we support and welcome student initiatives in expanding international relations. We are counting on the applications

of all students who are willing to participate in nurturing 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 developing international research tasks.

Institutional Erasmus coordinator: Fatima Weininger-Hollósi, International Coordination Office

E-mail: erasmus@metropolitan.hu

Outgoing Erasmus+ student mobility:

Outgoing.erasmus@metropolitan.hu

Institutional CEEPUS coordinator: Fatima Weininger-Hollósi, International Coordination Office

E-mail. erasmus@metropolitan.hu

CEEPUS Academic Coordinator: Ilona Béres

Individual exchange student mobility:

Outgoing.erasmus@metropolitan.hu

Online consultation every Monday and Wednesday between 10:00 and 11:00

<https://zoom.us/j/99259574078>

(Meeting ID: 992 5957 4078), no appointment is necessary.

LEGAL REMEDY FOR STUDENTS

The student may appeal against the University's decision or action – with the exception of decisions related to the evaluation of studies – or its failure to take action. The deadline for this is fifteen days from the date of notification or becoming aware of it.

The student can submit their request for legal remedy to the Student Legal Remedy Committee via the dedicated electronic request form in the Neptun system.

The assessment of the request for legal remedy falls under the exclusive power of the Student Legal Remedy Committee.

EQUAL OPPORTUNITIES

The Budapest Metropolitan University offers a variety of options and services for students with disabilities and special needs.

The Equal Opportunities Coordinator's task is to assist and support students with disabilities. As part of this, the Coordinator registers the students concerned and assesses their needs

(services, tools). The Coordinator provides information about assistance available during their studies and helps with the compilation of applications and certificates related to study exemptions and adjustments. It provides information to students about the opportunities and services available to them.

Registration is ongoing throughout the year, but it is advisable to do so in September, as in this manner you can take advantage of preferences throughout the academic year. Contact our Coordinator if:

- you have a disability, need help but you have not dared to tell anyone about your problem yet,
- you would like to request information about the opportunities and services provided for students with disabilities,
- you can only complete your studies with adjustments, exemptions due to a known problem,
- you see the need for your student group and peers to develop their mindset as well as their receptiveness and sensitivity toward your problems,
- you want the help of fellow students to be more efficient and professional,
- you want to be a helper for a student with a disability.

Institutional Equal Opportunities Coordinator: Krisztina Szilassy-Sebestyén

E-mail: esely@metropolitan.hu

STUDENT MENTAL HEALTH COUNSELLING

The Mental Health Counselling Centre provides students with the opportunity to consult a professional with their mental health problems. The Centre's psychologist helps students who contact him/her solve their problems through 5-10 consultations and therapy sessions. If longer treatment is required, the mental health counsellor will assist in finding the right specialist.

Mental Health Counsellor: Dr. Gábor Szabó, adult clinical and mental health psychologist.

Contact: tanacsado@metropolitan.hu

CAREER COUNSELLING

For advice on setting career goals, finding an internship, writing a CV, job search methods and preparing for an interview, log in to the METUJOBS Portal through the

[Metropolitan Egyetem - METUJOBS link](#)

ENROLMENT

The student status is established based on the final admission or acceptance decision and upon the University's certification of the enrolment statement.

Enrolment can be initiated by completing and signing the enrolment form.

Upon enrolment, the student must provide the University with their personal data necessary for registration and electronic information in the electronic study administration system. The student is fully responsible for any damage caused to the University by failure to provide data, incorrect data provision or failure to report changes in data.

During enrolment, the student must present the following documents:

- identity card, address card,
- the enrolment form, in which they make a special declaration of acceptance of the additional conditions of the programme in the case of a state scholarship/partial state scholarship programme,
- in the case of a self-financed programme, two copies of the signed student training agreement,
- the original document confirming the payment of the first instalment of the tuition fee, or the document confirming the conclusion of the student loan agreement, or the assignment data sheet in the case of a student loan,
- the tax identification card, or in its absence a proof of application for the card,
- social security card, or in the case of foreign nationals, a European Health Insurance Card,
- the secondary school leaving certificate in the case of higher educational vocational training programme and bachelor's (degree) programme,
- language exam, if available,
- in the case of students enrolling in a master's (degree) programme or postgraduate specialist training programme, a higher level degree or diploma; if the language of the higher level degree or diploma is not Hungarian or if it does not match the language of the programme, then an official translation into Hungarian or into the language of the programme,
- the company's letter of intent if the tuition fee is financed by the student's employer.

Upon enrolment, the University concludes a student training agreement with the student admitted to a self-financed programme. The agreement includes the amount of tuition fee for the first year of the programme, the services provided for the tuition fee and the conditions for reimbursing the paid tuition fee.

Students admitted to a state scholarship/partial state scholarship programme declare their acceptance of the conditions of the programme on an enrolment form upon enrolment.

After enrolling, it's worth obtaining a few basic things that will make your everyday life as a university student easier.

STUDENT ID CARD

If you would like to apply for a student ID card, you must take the following steps:

- Have a photo taken and a signature specimen made at a document office.
- You can start applying in the Neptun application using the NEK (National Unified Card System) data sheet that you received at the document office.
- After applying for a student ID card, you have the option to apply for a temporary student ID card. The temporary student ID card entitles you to the same preferences as the permanent ID card. Validity: 60 days.

CERTIFICATION OF STUDENT STATUS

If you need a proof of student status during your studies for any reason, 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 access your METU e-mail account with the username and password you received upon enrolment. Microsoft Edge, Mozilla Firefox or Google Chrome are recommended browsers for this service.

- **Username:** your Neptun (individual student ID) code.
- **Password:** you will receive the default password upon registration, which must be changed upon first login. This password is valid for all study administration systems. If you are unable to log in, please notify us at passadmin@metropolitan.hu with your full name and username.

- The e-mail address consists of neptunkod@student.metropolitan.hu units.
- You can access your mailbox at <https://outlook.office.com>.

Please use your correspondence for educational purposes only and do not register it for newsletters or other mailing lists.

ELECTRONIC PLATFORMS

The university operates a study administration system called the NEPTUN Unified Electronic Study Administration System.

NEPTUN is the University's official study administration and information system, which you can access via the internet.

During your university years, you will use NEPTUN to manage your study matters, and you can also access information about your study and student data through NEPTUN.

Through NEPTUN

- you can register for courses,
- you can apply for exams,
- you can submit various requests,
- you can track your study and financial status.

With the help of NEPTUNE

- you can obtain important information about your programmes and courses,
- you can read your instructors' messages.
- How can you access NEPTUN?

You can access NEPTUN at <https://Neptun.metropolitan.hu>

You can log in using your NEPTUN code and password.

You will find your NEPTUN code and starting password in the individual notification sent by the University, which you will receive after the decision on admission.

CooSpace

CooSpace is an electronic system that supports learning and education.

On CooSpace you will find "scenes" linked to the registered courses. These can also be considered an electronic supplement, an "extension" of the course:

- the instructor can share electronic learning materials with their students,
- the instructor can assign tasks to students,
- students can communicate with the instructor and each other (chat, forum, message board),

- you can read your instructor's messages,
- examinations can also be organised via Coospace.

Tracking active scene information is a requirement for completing the given course.

You can access Coospace at <https://coospace.metropolitan.hu>

You can log in using your NEPTUN code and password.

Webbooking

You can log in and request an appointment to personally manage your student matters via the webbooking interface.

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

FEES AND TUITION FEES

The Student Requirements System summarises the rules that students must follow in order to obtain a diploma during their studies, including the payment of fees, course registration (credit registration), course registration and deficiency course linked to a second sub-specialisation and the completion of optional subjects.

The University offers students to take optional subjects during their studies amounting to at least five percent of the total credits required to obtain a degree, and they can also choose from courses with a credit value exceeding the total credits by at least twenty percent.

The University ensures that students participating in bachelor's and master's (degree) programmes can register in their individual study schedule without paying any additional costs or fees:

- for subjects with a credit value exceeding the total required credits by at most ten percent,
- subjects taught in a language other than Hungarian up to ten percent of the total required credits.

Exceeding the amount of credits specified in the recommended curriculum by ten percent may result in a payment obligation during credit settlement in the case of completing subjects related to a second sub-specialisation as well as deficiency course and/or optional subjects, Exceptions to this are subjects recognised through credit transfer. The University prepares a credit-based financial statement, i.e. credit settlement, about this for students during their studies, but at the latest upon termination of the student status before completing the studies, or upon application for the final examination.

The student may take the subjects related to their studies in another programme of the University, or as a guest student in a programme at any higher education institution.

Students pay a credit fee per credit for additional credits taken if the credit excess occurs within the length of programme established in the qualification requirements or in the programme completion and exit requirements (PCER) for the given degree programme. The value of the credit fee is contained in Appendix 3 of the Student Requirements System, entitled Fees and Service Charges. After taking additional credits, the University sends a credit-based financial settlement for the credit fee corresponding to the excess, calculated at the rate in effect at the time of settlement, after registering for the final exam. The student must pay the credit fee by transfer by the 5th working day before the final exam date.

If students participating in a self-financed programme do not complete the number of credits required to complete the degree programme within the length of programme, they must pay the following tuition fee in each semester exceeding the length of programme when they sign in and register for subjects:

- if the total value of credits taken by the student in the signed-in semester exceeding the length of programme does not exceed 15 credits, the amount of the semester's tuition fee and foreign language contribution is 50% of the tuition fee and foreign language contribution per semester,
- if the total value of credits taken by the student in the signed-in semester exceeding the length of programme exceeds 15 credits, the amount of the semester's tuition fee is 100% of the tuition fee per semester.

Upon termination of the student status or after registration for the final exam, the university will send the student a statement regarding the remaining amount of the tuition fee and any other debts.

The student must pay the fee of the additional completed credit via transfer, at the latest by the 5th working day before the final exam date.

The exact amount of the tuition fee for one semester – in case of average progress – is published by the Director of Customer Service and Studies on the Coospace platform until 15th June of the preceding academic year or in case of cross semesters, until 15th December of the preceding academic year.

The exact value of the fees and service charges is contained in Appendix 3 of the Student Requirements System.

General conditions for training agreements

The University and the student participating in a self-financed programme conclude a student training agreement. The language of the contract is Hungarian. If a non-Hungarian citizen is studying in a foreign language programme, the agreement must also be prepared in the language of instruction.

A student training agreement must be concluded:

- with a student admitted or transferred to self-financed and state scholarship/partial state scholarship-supported financing forms,
- with a student reclassified to a self-financing form upon their first sign-in following the reclassification, or if the student is reclassified in the first academic year of their studies started in the given degree programme, and
- if the student is reclassified to a self-financed programme with effect from the second semester of a given academic year, within 30 days of the reclassification decision becoming final.

The student training agreement must be concluded in writing, in two original copies, one copy of which must be kept by the Directorate of Customer Services and Studies for 10 years after the termination of the status.

INFORMATION ABOUT STUDY ADMINISTRATION MATTERS

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

A person, organisational unit or committee with authority according to the Student Requirements System will make a decision on the submitted applications within the deadline specified for each application.

The student may appeal against the University's decision or action – with the exception of decisions related to the evaluation of studies – or its failure to take action (hereinafter together: decision). The deadline for this is fifteen days from the date of notification or becoming aware of it. The consideration of the application for legal remedy falls is the exclusive authority of the Student Legal Remedy Committee. Sections 482-493 of the Student Requirements System provide for the review procedure.

Equity applications

During their given programme, students may submit an equity application once to the Rector and three times to the Dean. An equity application can be submitted (at most three times) to the Rector after submitting an application for the Dean's equity.

Equity can be requested if the student did not fulfil any of their study or examination obligations or missed a deadline due to a reason outside their control, and

- exhausted the options provided by the Student Requirements System and
- proves that they were unable to fulfil their student obligations for reasons beyond their control – illness, accident, childbirth or other unexpected reason through no fault of their own.

There is no room for equity:

- in the admission process,
- against the decision resulting in the termination of the student status,
- regarding the consideration of the student's payment obligation,
- against evaluations regarding the fulfilment of study requirements, unless the student failed to fulfil the internship or criterion requirement for reasons beyond their control and requests the opportunity to make up for it,
- regarding exemption from the obligations set out in the PCER and in the qualification requirements,
- in cases where an equity application was previously submitted.

The student can submit an equity application in writing within 8 days of the deadline for fulfilling the obligation, addressed to the Rector in the case of the Rector's equity or to the Dean in the case of the Dean's equity.

The Rector or Dean will decide on the application in a resolution within 21 days of submission; the equity-based preference must be recorded in the electronic study administration system.

The decision based on equity must provide for the conditions of any compensation and must state that the student may not receive any further preferences based on equity.

First-instance applications

Applications addressed to the Fees, Allowances and Educational Committee

The Fees, Allowances and Educational Committee (hereinafter referred to as: FAEC) consists of five members. In addition to the president, the FAEC consists of two faculty members and two student members. The FAEC decides on the following matters:

- calling for applications for vacant state scholarship/partial state scholarship positions and awarding positions based on the applications,
- reclassifying students participating in state scholarship/partial state scholarship and self-financed programmes,
- determining the method of calculating academic scholarships, establishing academic scholarship groups and minimum corrected credit indices,
- extending the state-funded period of special needs students by maximum four semesters,
- awarding scholarships.
- ranking scholarships for students of Hungarian citizenship that provide assistance for studies at state-recognised foreign higher education institutions,
- the annual development of the scoring ranges to be established based on the corrected credit index among the application conditions for the national higher education scholarship as well as the assessment and ranking of applications,
- assessing student complaints and requests related to the payment of student fees and allowances, with the exception of complaints related to the assessment of applications.

Applications addressed to the Credit Transfer Committee

The Credit Transfer Committee (hereinafter: CTC) acts in first instance in credit transfer cases. The CTC is the organisation that makes decisions on the acceptance of knowledge acquired by applicants for the University's higher educational vocational training programme, bachelor's and master's (degree) programmes, postgraduate specialist training programme or those who have a student status there in other domestic or foreign higher education institutions or in other degree programmes or educational programmes as knowledge according to the curriculum of the degree programmes.

Requests addressed to the Director of Customer Service and Studies

The Director of Customer Service and Studies makes first-instance decisions in the following student matters:

- changing a degree programme within the University, changing the mode of study,
- on a case-by-case basis, the result and the solution of investigating student complaints, after consultation with the Rector and the Legal Director,
- cancelling sign-in,
- permitting the suspension of student status after the sign-in period,
- changing the recommended curriculum in the case of studies in progress after the suspension of student status,
- exemption from attending compulsory sessions,
- deregistration of second and further specialisation, sub-specialisation,
- permitting a deferred exam,
- final exam applications,
- decision on dismissal,
- permitting late course registration, course deregistration, course change and other study administration matters,
- permitting third and further passive semester based on the NHE,
- subsequently reviewing incorrectly or incompletely recorded exam results,
- accepting certificates of absence from exams,
- assessing applications for preferential study schedules,
- permitting application for first exam during a retake exam week,
- permitting sign-in after the sign-in period,
- permitting BTC students to change sub-specialisation.

Requests addressed to the head of the Languages and Student Success Centre

Az Idegen Nyelvi és Hallgatói Mentorálási Központ vezetőjének hatáskörébe tartozik a nyelvi kurzusok közötti átsorolásról való döntés.

A KarrierCentrum és TréningKözpont vezető hatáskörébe tartozik

- A szakmai gyakorlatra fogadó cégekkel történő együttműködési megállapodás megkötése

- Az adott cég kapcsolattartójának tájékoztatása az egyetem, illetve a képzési és kimeneti követelményben meghatározott szakmai gyakorlattal kapcsolatos elvárásokról, mind hallgatói, mind fogadó cég szempontjából.

Requests addressed to the head of the Career Centre and Training Centre

- Request for recognition of work experience
- Student complaints, requests regarding internships
- Training-related requests, student complaints
- METUJOBS student complaints
- Credit recognition requests

Second-instance requests

An appeal may be filed against the first-instance decision.

The student can submit their request for legal remedy to the Student Legal Remedy Committee at the Student Information Centre using the form provided for this purpose.

The Head of Institute and Head of Department are responsible for:

- permitting a session to be held at a time or place other than the time specified in the timetable, as mutually agreed by the instructors and students,
- checking the suitability of exam dates,
- resolving student complaints regarding subjects, trainings, workshops managed by the institute or department as well as their instructors, trainers and teachers,
- appointing another instructor or committee instead of the original examiner for a retake exam,
- approving the modification of the thesis topic,
- accepting the thesis adviser,
- permitting the change of thesis adviser, and
- permitting registration for an unannounced subject.

Responsibilities of the Programme Coordinator (BCT, FACI)

- determining the conditions for admission to specialisation, sub-specialisation,
- defining the basic subjects counting towards the grades of programmes,

- defining thesis topics,
- determining the final exam question sets,
- approving individual thesis topics,
- resolving complaints related to the final exam of the degree programme,
- remedying student complaints related to the degree programme and
- approving changes to thesis topics,

The Programme Coordinators of postgraduate specialist training programmes are responsible for:

- making recommendations for the admission decision,
- defining thesis topics,
- approving modification to thesis topics,
- permitting the change of topics,
- permitting change of the thesis adviser,
- determining the list of final exam questions,
- approving individual thesis topics,
- reviewing professional complaints related to the final examination of the degree programme.

LANGUAGE LEARNING AT METU

Without a high level of knowledge of foreign languages not even young graduates with thorough professional skills are competitive nowadays in finding a job that matches their qualifications, either at home or abroad. Language learning is an activity that cannot be started too early, and in fact, it should never be stopped. This is true even if we already have an intermediate language exam. The Languages and Student Success Centre considers it the most important objective to prepare its students for high-level foreign language communication in their chosen field, adapting to training and EU requirements and global changes in language use.

We are constantly developing and expanding our language training service. Specialised language training is also receiving increasing emphasis in our education system. The University offers twelve foreign languages: Arabic, English, French, Japanese, Dutch, Chinese, German, Italian, Russian, Portuguese, Spanish and Swedish. This offer is further enriched by our sign language courses and Hungarian language classes organised for international students. Sign language classes are not announced in every semester. In addition to general language classes, we also

provide preparatory courses for both general and various specialised intermediate and general advanced language exams.

Our experienced language teachers, who are experienced in both specialised language education and examination, do their best to ensure that our students can meet the high language requirements and, upon receiving their diploma, will be also be suitable for employment abroad. In order to deepen your language skills, we recommend you to take advantage of our scholarships supporting semester-long studies abroad, such as the ERASMUS+ scholarship, and build relationships with our international students.

LANGUAGE COURSES TO IMPROVE LANGUAGE SKILLS

- general language subjects in 12 languages, over three semesters;
- two semesters of preparatory courses for general intermediate and advanced language exams;
- two semesters of preparatory courses for various specialised language exams;
- specialised subjects in a foreign language aimed at creating real work-ready language skills.

SUGGESTED LANGUAGE LEARNING STRATEGY

- General language classes (language foundation I, II and III) are optional and can be taken in all degree programmes.
- Courses preparing for the general language exam and specialised language exam can be taken as optional or compulsory classes in each degree programme, taking into account the exit requirements of the given degree programme.
- For those who already have a language exam, we recommend taking another language, advanced level preparatory or as many foreign language courses as possible, starting already from the first semester. In addition, we offer them preparatory classes for specialised language exams to maintain their level and further develop.
- Students who are close to taking the language exam should start with language exam preparation courses, while students at the false beginner-intermediate level should first choose general language classes.
- The institution informs students about the language requirements related to each degree programme through the internal Coospace platform, which is available to students.

You can find further information on the University's website under the menu item **“Language learning”**. Here you can also find detailed guides that provide advice on choosing the right

language class, broken down by degree programme and taking into account the results of the placement test.

FOREIGN LANGUAGE COURSES

General language classes

The University's students can take general language classes in twelve languages (Arabic, English, French, Dutch, Japanese, Chinese, German, Italian, Russian, Portuguese, Spanish, Swedish) over three semesters as an optional subject.

The subject Hungarian as a Second Language is for Erasmus programme participants and international students, while our sign language course is primarily offered to our communication and art students.

Language foundation I, II and III

The aim of teaching this subject is to enable students to take specialised subjects in a foreign language, to independently obtain information (foreign-language newspapers, media and the Internet) and to be able to perform their job duties in a foreign language in their future workplace.

By completing the subject, you can typically gain intermediate (B1-B2) level language skills.

Foundation subjects always start at a level appropriate to the level of preparedness of the given group. In order to form groups of the appropriate level, it is necessary to complete the online placement test available on Coospace before enrolling in the language foundation I courses.

Also, during the placement test (by submitting the test without filling it out) you must indicate if you want to learn the given language as a complete beginner.

In the case of Arabic, Dutch, Japanese, Chinese, Russian, Portuguese and Swedish, we only start a beginner's group. At part-time courses only Arabic and occasionally Russian are currently available for these languages. There is no need to complete a placement test for beginner subjects. For Chinese classes, knowledge of English at least at level A2 is an advantage, as in most cases the classes are taught by a native Chinese teacher with English explanations.

LANGUAGE EXAM PREPARATION COURSES

Business Language courses I and II (English or German)

The purpose of teaching the subject: a two-semester practical preparatory course in English or German for those who do not yet have a general intermediate language exam. The course is

recommended for students who wish to pursue a career in business or the exit requirements of their degree programme require economic/business language skills but they have not yet reached the B2 level in general language skills. A placement test is required for course registration.

Tourism-specific language and Tourism language exam preparation

The aim of teaching this subject is to further prepare tourism and catering students for the tourism-specific language exam after the obligatory tourism-specific language.

Intermediate language exam preparation I and II

The purpose of teaching the subject: a two-semester practical preparatory course for state-recognised general language exams. We primarily announce it in English, but the course can also be launched in other languages if there is a sufficient number of applicants. An 80% placement test is required for course registration.

Intermediate business language exam preparatory course I and II

The aim of teaching this subject is to enable students who have already passed the general intermediate language exam to prepare as quickly as possible for the economic-type specialised language exam of their choice. A general complex intermediate language exam is required for course registration.

Advanced language exam preparation I and II

The purpose of teaching the subject: a two-semester practical preparatory course for state-recognised general advanced language exams. We primarily announce it in English, but the course can also be launched in other languages if there is a sufficient number of applicants. A general complex intermediate language exam is required for course registration.

Specialised language subjects

The aim of these subjects is to acquire professional knowledge in a foreign language and to establish work-ready language use. For a list of subjects and prerequisites, see the recommended curriculum and the individual degree programmes.

Professional Programme in Foreign Language

The University encourages its students to complete as many business and professional subjects in a foreign language as possible in order to increase their individual competitiveness and acquire work-ready language skills. The essence of the programme is that upon completion of 3 subjects – compulsory under the recommended curriculum – in a foreign language, the university issues a certificate to the students in addition to the diploma that can be obtained in the programme. The certificate confirms the successful completion of subjects in a foreign

language, which can be an advantage in the future for further studies and career building. For a list of subjects see the recommended curriculum and individual degree programmes.

DORMITORY, STUDENT HOSTEL

The University does not currently have its own dormitory, but it has a contractual relationship with a reliable accommodation provider, where students have the opportunity to live in a student hostel located close to the METU buildings during their studies. Our partner operates as a high-quality accommodation provider, where mainly international students live, so new residents can become members of a truly youthful, vibrant community.

CEU Residence Center, 1106 Budapest, Kerepesi út 87.

The CEU Residence Centre is a hotel and conference centre where hundreds of students can find a home during their university studies. Its special feature is that it has its own swimming pool and gym, which residents can use free of charge. The main building of METU can be reached in 12 minutes by public transport.

LIBRARY SERVICES

The University has 2 independent libraries and 1 library point.

The Central Library of METU is located in Nagy Lajos király út. Except for the art degree programmes, this library collects specialised literature for bachelor's and master's (degree) programmes. The METU Art Library is located on the Rózsa utca campus. Books and journals for art courses are available here as well as numerous books in the general education category.

The **Infopark Library Point** operates to support artist training and postgraduate specialist training programmes that have moved to the Infopark.

Both libraries also have a reading corner, where we offer many interesting fiction, educational, and creativity-developing books to those who wish to relax.

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

Important: University enrolment also means automatic library membership. The associated library card number can be queried in Neptun, but it can also be exchanged for a student ID card or a physical reader's card. Further detailed information about our services can be found on the Library CooSpace platform and on the website.

The library's most important information scene is Coospace. Every instructor and student is assigned to this. The scene is a repository of useful information for students and instructors. Here we publish materials for research, thesis writing, plagiarism screening, online resources, new books and countless other information that helps students with their studies. Materials specifically for instructors can be found on a separate instructor sub-scene. The scene is bilingual, and all content is also available in English for international students.

The library section of the website also includes library opening hours, staff contact information and current information.

METU Central Library

1148 Budapest, Nagy Lajos király útja 1-9. Central 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

Rózsa utca Library

1077 Budapest, Rózsa u. 4-6. B ép.

Tel.: 766-5395

E-mail: lib.rozsa@metropolitan.hu

Opening hours

Monday:	13:00-16:30
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 building D, 2nd floor

email: lib@metropolitan.hu

Wednesday: 9:00 - 13:00

Main website contents

[Databases, research](#)

[Online catalogue](#)

The catalogue can be used not only for traditional searches, but anyone can directly view the list of books they have borrowed, their due dates, and can also renew them based on the barcode of the library card. You can also find out if a copy of the book you are looking for is available for borrowing, and if not, when it is expected to be returned.

Renewal

Everyone can renew their loans five times online on their own, at this link: [Renewal](#)

Further renewals can be requested by e-mail and phone at lib@metropolitan.hu. You can renew the period maximum 10 times, but only if there is no reservation on the book.

Our journals

The list of subscribed newspapers and journals is included in the [Journals](#) link, which redirects you directly to the publications homepage and informs you in which library the journal is located.

“Book a librarian.”

As part of the service, students can request individual assistance from the librarian regarding library use and literature research within a 30-minute interval. You can book an appointment by filling out the form on the website.

Recommendations

We welcome ideas from students regarding expanding the book collection and website content! Recommendations can be dropped into the wish box located in the libraries, but we also accept recommendations by e-mail.

COMPUTER SERVICES

Our university provides its students with internet, e-mail and WiFi services available in all buildings, and also provides the opportunity for users of the IT system to use numerous internet services. Users are entitled to use the services individually with the permission of the system administrators (together with the instructor in the case of students).

The institution operates the Neptun study administration system. Using Neptun, Mozilla Firefox

or Google Chrome browser is recommended.

Workstations in computer rooms can only be used during class, in the presence of instructors. They can be used outside of class only in accordance with the House Rules published on the institution's website.

There are open internet workstations at several locations throughout the institution, which students can use freely at any time.

You can access your own network storage from the library workstations outside of class.

Important rules:

It is prohibited to touch electrical connections, wires or machine cables in computer rooms, or to open or remove machine covers, and this is considered a serious disciplinary offence.

Students are not allowed to use computers used by instructors and other school staff.

Only equipment that is absolutely necessary for work (notebooks, books, stationery, data carriers) can be brought into the computer rooms.

It is prohibited to bring food, drinks, coats or bags into the computer rooms.

Using workstations

Upon enrolment, each student receives a username and password, which they can use in the following ways:

- **Username:** Neptun (individual student ID) code.
- **Password:** You will receive the default password upon registration, which it is recommended to change after the first login via Coospace or the Mail System. If you are unable to log in, please notify us at passadmin@metropolitan.hu with your full name and username.
- The above username/password pair can be used to access the workstations in the computer rooms and the library, the Neptun system and the protected parts of the website.
- Every student has a network storage space. This storage space is available under the Z:\ drive after logging in. Only current and important data can be stored here. Other materials can be archived on a portable hard drive.
- Letters written on computers and attachments saved from e-mail should NOT be stored on the C:\ drive of the computer or in its Documents directory, as we do not guarantee their safety. If the materials are saved on the Z:\ drive, they can be accessed on any computer in the computer labs and the library.

Using the mail system

You can access your METU e-mail account with the username and password you received upon enrolment. The recommended browser for this service is Microsoft Edge, Mozilla Firefox or Google Chrome.

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

Using the website

The University's official website can be accessed at: www.metropolitan.hu

It is worth visiting the website regularly, as under the For our students menu item you can find everything you need for administration, career building and getting to know METU. We regularly update this page with application opportunities and other information for you.

As a reminder:

- The university's official information platform is NEPTUN.
- Contact: <https://Neptun.metropolitan.hu>
- Knowing the regulations is an essential condition for you as a student in order to exercise your rights and comply with your obligations.
- If you have any questions, please contact the Student Information Centre staff first!

SPORTS AND LEISURE

The main pillars of student community life are the student events, student sports life, self-organised clubs and the mentor system supporting those coming from abroad, jointly developed under the leadership of the Student Union (hereinafter: SU). Clubs and sports also create an excellent opportunity for Hungarian and international students to get closer to each other, and our students can also connect with communities at other institutions.

Active student clubs:

- 1) Art Clubs Art Club
- 2) Book Club
- 3) Podcast Club Crochet Club
- 4) Game Club D&D (roleplaying) Club
- 5) Hungarian Culture Club Movie Club

Active sports:

- 1) Football Climbing

- 6) Movie Club Music Club
- 7) Art Club Photography Club
- 8) Music Club Theatre Club
- 9) Travelling Club
- 10) Theatre Club
- 6) Basketball Football
- 7) Climbing Pole fitness
- 8) Bodyweight training
- 9) Polefitness Squash
- 10) Pole sport Dance

- 2) Dance Running
- 3) Yoga Spinal Exercise
- 4) Yoga
- 5) Volleyball Basketball

STUDENT UNION

The SU helps students take advantage of the services provided by the University, represents and protects the interests of students, assists them in managing their social and external matters and organises events and forums.

Its mandated members believe that the knowledge, social capital and experiences gained through joint work contribute to increasing the value of the diploma.

The SU helps in the following matters:

- academic issues,
- social benefits,
- studies abroad,
- event organisation, sports and cultural ideas and needs,
- information on request,
- the intention of joining.

E-mail

hokinfo@metropolitanhok.hu

elnok@metropolitanhok.hu

Facebook

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

SPECIAL INFORMATION FOR FOREIGN STUDENTS

International students arriving in Hungary can primarily find specific information relevant to them on our institution's English-language website (<https://metropolitan.hu/en>). This includes, for example, information about training programmes available in English, the conditions and steps of application, the Student Requirements System, obtaining a residence permit, health insurance and dormitory services.

Foreign applicants can find information about accommodation at the following link:

<https://www.metropolitan.hu/en/dormitory-accommodation>

Foreign applicants can find information about residence permit and visa applications at the following link: <https://www.metropolitan.hu/en/residence-permit-and-visa>

Foreign applicants can find information about Medicare health insurance at the following link:

<https://metropolitan.hu/en/university-health-insurance>

Information about public transportation, access from the airport and the location of various campuses is available for foreign applicants at the following link: <https://metropolitan.hu/en/life-in-budapest>

In addition, if necessary, we recommend to visit the website <https://enterhungary.hu/> for immigration-related matters and the <https://visithungary.com/> website for useful information about Hungary,

INFORMATION ABOUT PROGRAMMES

The first worksheet page of the search link below displays the subject set of the recommended curricula of each programme, the second page displays the specifics of the subjects and the third page displays extracts of the course syllabuses. After enrolment, data can be queried directly and in full from the study administration systems.

Browser: [Recommended curriculum_course_syllabus](#)

HIGHER EDUCATIONAL VOCATIONAL TRAINING PROGRAMMES

BUSINESS AND MANAGEMENT

PROGRAMME COORDINATOR: PROF. DR. SZILVIA KÉSMÁRKI-GALLY DR. ERDEINÉ, PHD

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

- qualification: felsőfokú közgazdász-asszisztens
- English designation of the qualification: Economist Assistant

Length of programme in semesters: 4 semesters

Language requirements: basic specialised foreign language skills, with requirements specified by the higher education institution in the vocational training programme.

COMMERCE AND MARKETING

PROGRAMME COORDINATOR: DR. CSABA DEZSŐ DÉR

Title of the higher education vocational training: commerce and marketing.

Title of the qualification as stated in the degree certificate:

- qualification: felsőfokú közgazdász-asszisztens kereskedelmi/ marketingkommunikáció / kereskedelmi logisztika szakirányon
- English designation of the qualification: Economist Assistant in Commerce / Marketing Communication / Commerce Logistics

Optional sub-specialisation(s): commercial, marketing communication, commercial logistics

Length of programme in semesters: 4 semesters

Language requirements: basic specialised foreign language skills, the requirements of which are specified by the higher education institution in the vocational training programme.

TELEVISION PRODUCTION ASSISTANT

PROGRAMME COORDINATOR: BOJÁNA PAPP DLA

Title of the higher education vocational training: televíziós műsorkészítő.

Title of the qualification as stated in the degree certificate:

- qualification: felsőfokú televíziós műsorkészítő-asszisztens
- English designation of the qualification: Television Production Assistant

Length of programme in semesters: 4 semesters

Language requirements: basic specialised foreign language skills, the requirements of which are specified by the higher education institution in the vocational training programme.

TOURISM AND CATERING

PROGRAMME COORDINATOR: DR. GÁBOR BÓDIS

Title of the higher education vocational training: tourism and catering.

Title of the qualification as stated in the degree certificate:

- qualification: felsőfokú közgazdász-asszisztens turizmus szakirányon / vendéglátó szakirányon
- English designation of the qualification: Economist Assistant in Tourism and Catering
Specialized in Tourism / in Catering

Optional sub-specialisation(s): tourism, catering

Length of programme in semesters: 4 semesters

Language requirements: determined by the higher education institution in the vocational training programme.

BACHELOR'S (DEGREE) PROGRAMMES

ANIMATION

PROGRAMME COORDINATOR: MELINDA KISS DLA

Title of the bachelor's (degree) programme: animation.

Description of the qualification level that can be obtained in the bachelor's (degree) programme and the professional qualification as stated in the degree certificate:

- educational level: bachelor's degree (baccalaureus, bachelor; abbreviated: BA)
- qualification: animációs tervező
- English designation of the qualification: Animation Designer

Optional sub-specialisation(s): creative animation, 3D animation

Length of programme in semesters: 6 semesters

DESIGN CULTURE

PROGRAMME COORDINATOR: ZSOLT KELEMEN HORVÁTH PHD

Title of the bachelor's (degree) programme: design culture.

Description of the qualification level that can be obtained in the bachelor's (degree) programme and the professional qualification as stated in the degree certificate:

- educational level: bachelor's degree (baccalaureus, bachelor; abbreviated: BA)
- qualification: designelemző

English designation of the qualification: Design Culture Expert

Length of programme in semesters: 6 semesters

HUMAN RESOURCES

PROGRAMME COORDINATOR: DR. ZSOLT KIRÁLY

Title of the bachelor's (degree) programme: human resources.

Description of the qualification level that can be obtained in the bachelor's (degree) programme and the professional qualification as stated in the degree certificate:

- educational level: bachelor's degree (baccalaureus, bachelor; abbreviated: BA)
- qualification: közgazdász emberi erőforrások alapképzési szakon
- English designation of the professional qualification: Economist in Human Resource Management

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

Length of programme in semesters: 7 semesters

ARCHITECTURAL DESIGN

PROGRAMME COORDINATOR: PÉTER CSIZMADI DLA

Title of the bachelor's (degree) programme: architectural design

Description of the qualification level that can be obtained in the bachelor's (degree) programme and the professional qualification as stated in the degree certificate.

- educational level: bachelor's degree (baccalaureus, bachelor; abbreviated: BA)
- qualification: építőművész
- English designation of the qualification: Architectural Designer

Length of programme in semesters: 6 semesters

DESIGN

PROGRAMME COORDINATOR: ÁRPÁD HUNOR GYÖRGY DLA

Title of the bachelor's (degree) programme: design

Description of the qualification level that can be obtained in the bachelor's (degree) programme and the professional qualification as stated in the degree certificate:

- educational level: bachelor's degree (baccalaureus, bachelor; abbreviated: BA)
- qualification: formatervező
- English designation of the qualification: Industrial and Product Designer

Length of programme in semesters: 6 semesters

PHOTOGRAPHY

PROGRAMME COORDINATOR: DEZSŐ SZABÓ

Title of the bachelor's (degree) programme: photography.

Description of the qualification level that can be obtained in the bachelor's (degree) programme and the professional qualification as stated in the degree certificate:

- educational level: bachelor's degree (baccalaureus, bachelor; abbreviated: BA)
- qualification: fotográfus művész
- English designation of the qualification: Photographer

Optional sub-specialisation(s): creative photography

Length of programme in semesters: 6 semesters

BUSINESS ADMINISTRATION AND MANAGEMENT

PROGRAMME COORDINATOR: PROF. DR. SZILVIA DR. ERDEINÉ KÉSMÁRKY-GALLY

Title of the bachelor's (degree) programme: business administration and management.

Description of the qualification level that can be obtained in the bachelor's (degree) programme and the professional qualification as stated in the degree certificate:

- educational level: bachelor's degree (baccalaureus, bachelor; abbreviated: BA)
- qualification: közgazdász gazdálkodási és menedzsment alapképzési szakon
- English designation of the qualification: Economist in Business Administration and Management

Length of programme in semesters: 7 semesters

Optional sub-specialisation(s): e-business management, small and medium-sized enterprises, logistics, International Business (in English)

COMMERCE AND MARKETING

PROGRAMME COORDINATOR: DR. CSABA DEZSŐ DÉR

Title of the bachelor's (degree) programme: commerce and marketing.

Description of the qualification level that can be obtained in the bachelor's (degree) programme and the professional qualification as stated in the degree certificate:

- educational level: bachelor's degree (baccalaureus, bachelor, abbreviated: BA)
- qualification: közgazdász kereskedelem és marketing alapképzési szakon
- English designation of the qualification: Economist in Commerce and Marketing

Length of programme in semesters: 7 semesters

Optional sub-specialisation(s): Branding and Digital Marketing (in English); e-business management; Global Marketing (in English); small and medium-sized enterprises; logistics; branding and digital marketing

VISUAL REPRESENTATION

PROGRAMME COORDINATOR: DIANA NAGY DLA

Title of the bachelor's (degree) programme: visual representation.

Description of the qualification level that can be obtained in the bachelor's (degree) programme and the professional qualification as stated in the degree certificate:

- educational level: bachelor's degree (baccalaureus, bachelor; abbreviated: BA)
- qualification: alapszakos festő/grafikus
- English designation of the qualification: Visual Representation Artist

Length of programme in semesters: 6 semesters

Optional sub-specialisations: painting, graphics, comic book illustration

CRAFTSMANSHIP – WITH DESIGN SUB-SPECIALISATION

PROGRAMME COORDINATOR: GÁBOR MEGYERI PHD

Title of the bachelor's (degree) programme: kézműves tárgykultúra

Description of the qualification level that can be obtained in the bachelor's (degree) programme and the professional qualification as stated in the degree certificate:

- level of education: basic degree (baccalaureus, bachelor; abbreviated: BA)
- qualification: kézműves tárgykultúra szakember
- English designation of the qualification: Craftsman Artist

Length of programme in semesters: 6 semesters

COMMUNICATION AND MEDIA STUDIES

PROGRAMME COORDINATOR: PROF. DR. ERZSÉBET NÉMETH

Title of the bachelor's (degree) programme: kommunikáció és médiatudomány

Description of the qualification level that can be obtained in the bachelor's (degree) programme and the professional qualification as stated in the degree certificate:

- educational level: bachelor's degree (baccalaureus, bachelor, abbreviated: BA)
- qualification: kommunikátor
- English designation of the qualification: Expert in Communication

Length of programme in semesters: 6 semesters

Optional sub-specialisation(s): integrated media, international communication (in English), brand communication and digital marketing

Language requirements: a state-recognised, intermediate (B2) complex language exam in at least one modern foreign language or an equivalent secondary school leaving certificate or diploma is required for obtaining a bachelor's (degree) certificate.

ENVIRONMENTAL DESIGN

PROGRAMME COORDINATOR: DR. HABIL ERZSÉBET BACHMANN

Title of the bachelor's (degree) programme: environmental culture

Description of the qualification level that can be obtained in the bachelor's (degree) programme and the professional qualification as stated in the degree certificate:

- educational level: bachelor's degree (baccalaureus, bachelor; abbreviated: BA)
- qualification: környezettervező szakember (with specialisation indicated)
- English designation of the professional qualification: Environmental Designer

Optional sub-specialisation(s): object design, spatial design

Length of programme in semesters: 6 semesters

MEDIA DESIGN

PROGRAMME COORDINATOR: ÁGNES ÉVA MOLNÁR DLA

Title of the bachelor's (degree) programme: media design.

Description of the qualification level that can be obtained in the bachelor's (degree) programme and the professional qualification as stated in the degree certificate.

- educational level: bachelor's degree (baccalaureus, bachelor; abbreviated: BA)
- qualification: média designer
- English designation of the qualification: Media Designer

Optional sub-specialisation(s): multimedia, game design

Length of programme in semesters: 6 semesters

MOTION PICTURE (CINEMATOGRAPHER)

PROGRAMME COORDINATOR: DIANA GROÓ DLA

Title of the bachelor's (degree) programme: motion picture (cinematographer)

Description of the qualification level that can be obtained in the bachelor's (degree) programme and the professional qualification as stated in the degree certificate:

- educational level: bachelor's degree (baccalaureus, bachelor; abbreviated: BA)
- qualification: mozgókép szakos operatőr
- English designation of the qualification: Motion Picture Cinematographer

Length of programme in semesters: 6 semesters

Optional sub-specialisation(s): cinematographer

MOTION PICTURE (FILM AND TELEVISION DIRECTOR)

PROGRAMME COORDINATOR: DIANA GROÓ DLA

Title of the bachelor's (degree) programme: motion picture (film and television director)

Description of the qualification level that can be obtained in the bachelor's (degree) programme and the professional qualification as stated in the degree certificate:

- educational level: bachelor's degree (baccalaureus, bachelor; abbreviated: BA)
- qualification: mozgókép szakos film- és televíziórendező
- English designation of the qualification: Motion Picture Director

Length of programme in semesters: 6 semesters

MOTION PICTURE (FILMWRITING SPECIALISATION)

PROGRAMME COORDINATOR: DIANA GROÓ DLA

Title of the bachelor's (degree) programme:

Description of the qualification level that can be obtained in the bachelor's (degree) programme and the professional qualification as stated in the degree certificate:

- educational level: bachelor's degree (baccalaureus, bachelor; abbreviated: BA)
- qualification: mozgókép szakos filmíró
- English designation of the qualification: Motion Picture Screenwriter

Length of programme in semesters: 6 semesters

FILM AND MEDIA STUDIES

PROGRAMME COORDINATOR: ANNA VARGA PHD

Title of the bachelor's (degree) programme: film culture and media studies

Description of the qualification level that can be obtained in the bachelor's (degree) programme and the professional qualification as stated in the degree certificate:

- educational level: bachelor's degree (baccalaureus, bachelor; abbreviated: BA)
- qualification: mozgóképkultúra és médiaismeret alapszakos szakember
- English designation of the qualification: Film and Media Specialist

Length of programme in semesters: 6 semesters

INTERNATIONAL BUSINESS ECONOMICS

PROGRAMME COORDINATOR: DR. HABIL. MIKLÓS VÁSÁRY

Title of the bachelor's (degree) programme: International business economics

Description of the qualification level that can be obtained in the bachelor's (degree) programme and the professional qualification as stated in the degree certificate:

- educational level: bachelor's degree (baccalaureus, bachelor, abbreviated: BA)
- qualification: közgazdász nemzetközi gazdálkodási alapképzési szakon
- English designation of the qualification: Economist in International Business

Length of programme in semesters: 8 semesters

Optional sub-specialisation(s): logistics; International Business Communication (in English)

INTERNATIONAL RELATIONS

PROGRAMME COORDINATOR: DR. VIKTOR FRIEDMANN

Title of the bachelor's (degree) programme: international relations.

Description of the qualification level that can be obtained in the bachelor's (degree) programme and the professional qualification as stated in the degree certificate:

- educational level: bachelor's degree (baccalaureus, bachelor, abbreviated: BA)
- qualification: nemzetközi kapcsolatok szakértő
- English designation of the qualification: International Relations Expert

Length of programme in semesters: 6 semesters

Optional sub-specialisation(s): Diplomacy and Global Governance (in English); European development policy; International Development (in English)

FINANCE AND ACCOUNTING

PROGRAMME COORDINATOR: DR. HABIL. ZSOLT BARANYAI

Title of the bachelor's (degree) programme: finance and accounting.

Description of the qualification level that can be obtained in the bachelor's (degree) programme and the professional qualification as stated in the degree certificate:

- educational level: bachelor's degree (baccalaureus, bachelor, abbreviated: Bsc)
- qualification: közgazdász pénzügy és számvitel alapképzési szakon
- English designation of the qualification: Economist in Finance and Accounting

Length of programme in semesters: 7 semesters

Optional sub-specialisation(s): finance, accounting

TELEVISION PRODUCTION ASSISTANT

PROGRAMME COORDINATOR: BOJÁNA PAPP DLA

Title of the bachelor's (degree) programme: television programme producer.

Description of the qualification level that can be obtained in the bachelor's (degree) programme and the professional qualification as stated in the degree certificate:

- level of education: bachelor's degree (baccalaureus, abbreviated: BA)
- qualification: televíziós műsorkészítő
- English designation of the qualification: Television Production Expert

Length of programme in semesters: 6 semesters

Optional sub-specialisation(s): editor-reporter, presenter; TV director-dramaturge; TV camera operator

GRAPHIC DESIGN

PROGRAMME COORDINATOR: FERENC TEPEŠ

Title of the bachelor's (degree) programme: graphic design.

Description of the qualification level that can be obtained in the bachelor's (degree) programme and the professional qualification as stated in the degree certificate:

- educational level: bachelor's degree (baccalaureus, bachelor; abbreviated: BA)
- qualification: tervezőgrafikus
- English designation of the qualification: Graphic Designer

Length of programme in semesters: 6 semesters

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

TEXTILE DESIGN

PROGRAMME COORDINATOR: ZSUZSANNA ARANYOSI DLA

Title of the bachelor's (degree) programme: textile design

Description of the qualification level that can be obtained in the bachelor's (degree) programme and the professional qualification as stated in the degree certificate:

- educational level: bachelor's degree (baccalaureus, bachelor; abbreviated: BA)
- qualification: textiltervező
- English designation of the qualification: Textile Designer

Length of programme in semesters: 6 semesters

Optional sub-specialisation(s): fashion sub-specialisation, textile sub-specialisation.

TOURISM AND CATERING

PROGRAMME COORDINATOR: DR. GÁBOR BÓDIS

Title of the bachelor's (degree) programme: tourism and catering.

Description of the qualification level that can be obtained in the bachelor's (degree) programme and the professional qualification as stated in the degree certificate:

- educational level: bachelor's degree (baccalaureus, bachelor, abbreviated: BA)
- qualification: közgazdász turizmus-vendéglátás alapképzési szakon
- English designation of the qualification: Economist in Tourism and Catering

Length of programme in semesters: 8 semesters

Optional sub-specialisation(s): health tourism; international hotel management; event management

You can read more about our bachelor (degree) programmes at <https://www.metropolitan.hu/kepzesi-szintek/alapkepzes>.

DUAL STUDY PROGRAMMES

The dual study programme is a type of bachelor (degree) programme with significantly more professional practice. Its goal is for recent graduates to enter the labour market with outstanding practical and corporate experience.

During the programme, students spend 26 weeks a year at the university and 22 weeks at the company, where they participate in training-related internship, for which they receive a salary for the entire duration of the normal programme.

Dual study programmes are started in the 2026/27 academic year in the following degree programmes and with the following partner companies:

Programme		Partner company
Finance and accounting		Hungarian National Bank
Business and management (also in English)		Hungarian National Bank
Human resources		
Commerce and marketing (also in English)		Hungarian National Bank
International management		Hungarian National Bank

MASTER'S (DEGREE) PROGRAMMES

ANIMATION

PROGRAMME COORDINATOR: MELINDA KISS DLA

Title of the master's (degree) programme: animation.

Description of the qualification level that can be obtained in the master's (degree) programme and the professional qualification as stated in the degree certificate:

- level of education: master's degree (magister, master; abbreviated: MA)
- qualification: okleveles animációs filmrendező művész
- English designation of the qualification: Animation Film Director

Length of programme in semesters: 4 semesters

Based on the comparison of the knowledge serving as the basis for determining the credit – as defined in the Higher Education Act – the student must have at least 60 credits from the following areas of knowledge according to their previous studies: freehand drawing, knowledge of animation techniques, film history, animation history, dramaturgy, film dramaturgy, theory of motion picture technology, composition, cinematography knowledge, film technology knowledge, film analysis, cultural history, writing practice.

The condition for participation in the master's (degree) programme is that the student has at least 30 credits in the listed areas of knowledge. The missing credits must be obtained parallel with the master's (degree) programme, within two semesters from admission, as specified in the studies and examination regulations of the higher education institution.

INTERIOR AND SPATIAL DESIGNER

PROGRAMME COORDINATOR: NÓRA DEMETER DLA

Title of the master's (degree) programme: interior and spatial designer

Description of the qualification level that can be obtained in the master's (degree) programme and the professional qualification as stated in the degree certificate:

- level of education: master's degree (magister, master; abbreviated: MA)
- qualification: okleveles belsőépítész tervezőművész
- English designation of the qualification: Interior and Spatial Designer

Length of programme in semesters: 4 semesters

The minimum number of credits required for entering the master's (degree) programme is 60

from previous studies in the following areas of knowledge:

- artistic representation skills: drawing, colour theory, form studies, anatomy, modelling, representational geometry, computer skills, graphic design studies;
- design and theoretical knowledge: interior and architectural design, object and furniture design, furniture and building structure, art history and theory, social science, communication and presentation skills.

The condition for admission to the master's (degree) programme is that the student has at least 30 credits in the listed areas based on their former studies. The missing credits must be obtained parallel with the master's (degree) programme, within two semesters from admission, as specified in the studies and examination regulations of the higher education institution.

ART AND DESIGN MANAGEMENT

PROGRAMME COORDINATOR: DR. ZSUZSANNA PÖRCZI PHD

Title of the master's (degree) programme: art and design management.

Description of the qualification level that can be obtained in the master's (degree) programme and the professional qualification as stated in the degree certificate:

- level of education: master's degree (magister, master; abbreviated: MA)
- qualification: okleveles design- és művészetmenedzser
- English designation of the qualification: Art and Design Manager

Length of programme in semesters: 4 semesters

The minimum number of credits required for entry to the master's (degree) programme is 60 credits from the fields of humanities, social sciences, economics, arts and design, art mediation and communication studies.

The condition for admission to the master's (degree) programme is that the student has at least 30 credits in the listed areas based on their bachelor's degree studies. Missing credits must be obtained in the master's (degree) programme as specified in the studies and examination regulations of the higher education institution.

Optional sub-specialisation(s): fashion management, curatorial studies

FASHION AND TEXTILE DESIGN

PROGRAMME COORDINATOR: DR. HABIL KRISZTINA REMETE DLA

Title of the master's (degree) programme: fashion and textile design.

Description of the qualification level that can be obtained in the master's (degree) programme and the professional qualification as stated in the degree certificate:

- level of education: master's degree (magister, master; abbreviated: MA)
- qualification: okleveles divat- és textiltervező művész
- English designation of the qualification: Fashion and Textile Designer

Length of programme in semesters: 4 semesters

The minimum number of credits required for entering the master's (degree) programme is 60 from the fields of fashion and textile design studies, professional theory, art history and theory, social sciences, philosophy, economic and legal knowledge, communication and presentation skills.

The condition for admission to the master's (degree) programme is that the student has at least 30 credits in the listed areas based on their bachelor's degree studies. Missing credits must be obtained in the master's (degree) programme as specified in the studies and examination regulations of the higher education institution.

Optional sub-specialisation(s): fashion, textile

HUMAN RESOURCE COUNSELLING

PROGRAMME COORDINATOR: DR. HABIL. SZILVIA SZABÓ

Title of the master's (degree) programme: human resource counselling

Description of the qualification level that can be obtained in the master's (degree) programme and the professional qualification as stated in the degree certificate:

- level of education: master's degree (magister, master; abbreviated: MA)
- qualification: okleveles közgazdász, emberi erőforrás tanácsadó szakon
- English designation of the qualification: Human Resource Counsellor

Length of programme in semesters: 4 semesters

The number of credits required for entering the master's (degree) programme according to previous studies is a total of 30 credits in the following areas:

- adult education studies,
- communication science, communication development;
- IT, library studies;
- social sciences (social studies, sociology, anthropology, political science);
- economic and legal studies.
- humanities studies.

The condition for admission to the master's (degree) programme is that the student has at least 15 credits from their previous studies. You must obtain the missing credits as specified in the studies and examination regulations of the higher education institution.

ARCHITECTURAL DESIGNER

PROGRAMME COORDINATOR: PÉTER CSIZMADI DLA

Title of the master's (degree) programme: architectural designer.

Description of the qualification level that can be obtained in the master's (degree) programme and the professional qualification as stated in the degree certificate:

- level of education: master's degree (magister, master; abbreviated: MA)
- qualification: okleveles építóművész
- English designation of the qualification: Architectural Designer

Length of programme in semesters: 4 semesters

Based on the comparison of the knowledge serving as the basis for determining the student's credit – as defined in the Higher Education Act – at least 60 credits should be recognised according to the student's previous studies in the following areas of knowledge: architectural studies, design studies, art history and theory, social sciences, philosophy, economic and legal studies, communication and presentation skills.

The condition for participation in the master's (degree) programme is that the student has at least 30 credits in the listed areas of knowledge. The missing credits must be obtained parallel with the master's (degree) programme, within two semesters from admission, as specified in the studies and examination regulations of the higher education institution.

CINEMATOGRAPHER

PROGRAMME COORDINATOR: SÁNDOR CSUKÁS

Title of the master's (degree) programme: cinematographer.

Description of the qualification level that can be obtained in the master's (degree) programme and the professional qualification as stated in the degree certificate:

- level of education: master's degree (magister, master; abbreviated: MA)
- qualification: okleveles filmoperatőr művész
- English designation of the qualification: Cinematographer

Length of programme in semesters: 4 semesters

The minimum number of credits required for entry to the master's (degree) programme is 20 credits from the following areas:

- practice of cinematography tasks in filmmaking – 10 credits,
- theory of cinematography tasks in filmmaking – 10 credits.

The condition for admission to the master's (degree) programme is that the student has a total of at least 10 credits in the listed areas based on their bachelor's degree studies. Missing credits must be obtained in the master's (degree) programme as specified in the studies and examination regulations of the higher education institution.

SCREENWRITER

PROGRAMME COORDINATOR: ILDIKÓ ENYEDI DLA

Title of the master's (degree) programme: Screenwriting

Description of the qualification level that can be obtained in the master's (degree) programme and the professional qualification as stated in the degree certificate

- level of education: master's degree (magister, master, abbreviated: MA)
- qualification: okleveles forgatókönyvíró
- English designation of the qualification: Screenwriter

Length of programme in semesters: 4 semesters

The following can be fully recognised for credit: the dramaturgy, film and television directing specialisation of the bachelor's (degree) programme in motion picture.

With the completion of the credits specified below, those bachelor's and master's (degree) programmes – as well as the programmes defined under Act LXXX of 1993 on Higher Education – can also be taken into account that the credit transfer committee of the higher education institution accepts by comparing the knowledge underlying the credit recognition.

Minimum number of credits required for entry into a master's (degree) programme

- 6 credits in the field of film history
- 6 credits in the field of drama and theatre history
- 6 credits in the field of film aesthetics.

The condition for admission to the master's (degree) programme is that the student has at least 10 credits in the listed areas based on their former studies. Missing credits must be obtained in the master's (degree) programme as specified in the studies and examination regulations of the higher education institution.

DESIGNER

PROGRAMME COORDINATOR: ÁRPÁD HUNOR GYÖRGY DLA

Title of the master's (degree) programme: designer.

Description of the qualification level that can be obtained in the master's (degree) programme and the professional qualification as stated in the degree certificate:

- level of education: master's degree (magister, master; abbreviated: MA)
- qualification: okleveles formatervező művész
- English designation of the qualification: Designer

Length of programme in semesters: 4 semesters

Based on your previous studies and work experience (taking into account the rules of credit recognition), at least 60 credits are required from the fields of design theory and practice, art history and theory, social sciences, philosophy, economic and legal knowledge, communication and presentation skills.

The condition for admission in the master's (degree) programme is that the student has at least 30 credits. You must obtain the missing credits as specified in the studies and examination regulations of the higher education institution.

PHOTOGRAPHY

PROGRAMME COORDINATOR: DEZSŐ SZABÓ

Title of the master's (degree) programme: photography

Description of the qualification level that can be obtained in the master's (degree) programme and the professional qualification as stated in the degree certificate:

- level of education: master's degree (magister, master; abbreviated: MA)
- qualification: okleveles fotográfustervező művész
- English designation of the qualification: Photographer

Length of programme in semesters: 4 semesters

The minimum number of credits required for entering the master's (degree) programme is 60 in the areas of art studies, photography theory, professional photographic competencies, humanities and social sciences, economics, philosophy and law, media studies, communication and presentation skills and entrepreneurial skills.

The condition for admission to the master's (degree) programme is that the student has at least 30 credits in the listed areas based on their bachelor's degree studies. Missing credits must be obtained in the master's (degree) programme as specified in the studies and examination regulations of the higher education institution.

COMMUNICATION AND MEDIA STUDIES

PROGRAMME COORDINATOR: PROF. DR. ERZSÉBET NÉMETH

Title of the master's (degree) programme: Communication and media studies.

Description of the qualification level that can be obtained in the master's (degree) programme and the professional qualification as stated in the degree certificate:

- level of education: master's degree (magister, master; abbreviated: MA)
- qualification: okleveles kommunikáció- és médiaszakértő
- English designation of the qualification: Communications and Media Studies Expert

Length of programme in semesters: 4 semesters

Optional sub-specialisation(s): International Communication (in English); new media

Based on the comparison of the knowledge serving as the basis for determining the student's credit – as defined in the Higher Education Act – knowledge in social sciences, communication and media studies worth at least 30 credits should be recognised. The missing credits must be obtained parallel with the master's (degree) programme, within two semesters from admission, as specified in the studies and examination regulations of the higher education institution.

MASTER OF BUSINESS ADMINISTRATION (MBA)

PROGRAMME COORDINATOR: DR. BALÁZS GYENGE

Title of the master's (degree) programme: Master of Business Administration (MBA).

Description of the qualification level that can be obtained in the master's (degree) programme and the professional qualification as stated in the degree certificate:

- level of education: master's degree (magister, master; abbreviated: Msc)
- qualification: okleveles közgazdász MBA szakon
- English designation of the qualification: Economist

Length of programme in semesters: 4 semesters

Optional sub-specialisation(s): –

The minimum number of credits required for entry to the master's (degree) programme is 60 credits from the following areas:

- 15 credits in methodological knowledge (mathematics, statistics, computer science);
- 10 credits in the field of economic knowledge (micro- and macroeconomics, international economics, environmental economics, economic theory, economic statistics,

history of economic theory, economic modeling, economic policy, sectoral and functional economics, community economics, world and European economics, public policy knowledge);

- 10 credits in the field of business knowledge (corporate economics, finance, economic law, decision theory and methodology, business ethics, business communication);
- 10 credits in the field of social science studies (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 resource management).

The condition for admission to the master's (degree) programme is that the student has at least 30 credits in the listed areas based on their former studies. Missing credits must be obtained in the master's (degree) programme as specified in the studies and examination regulations of the higher education institution.

MARKETING

PROGRAMME COORDINATOR: DR. ANDRÁS SZEBERÉNYI

Title of the master's (degree) programme: marketing

Description of the qualification level that can be obtained in the master's (degree) programme and the professional qualification as stated in the degree certificate:

- level of education: master's degree (magister, master, abbreviated: Msc)
- qualification: okleveles közgazdász, marketing szakon
- English designation of the qualification: Economist in Marketing

Length of programme in semesters: 4 semesters

The minimum number of credits required for entry to the master's (degree) programme is at least 30 credits from the following areas:

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

MEDIA DESIGN

PROGRAMME COORDINATOR: ÁGNES ÉVA MOLNÁR DLA

Title of the master's (degree) programme: media design.

Description of the qualification level that can be obtained in the master's (degree) programme and the professional qualification as stated in the degree certificate:

- level of education: master's degree (master, magister, abbreviated: Msc)
- qualification: okleveles média designer
- English designation of the qualification: Media Designer

Length of programme in semesters: 4 semesters

The minimum number of credits required for entering the master's (degree) programme is 60 in the fields of visual studies, media studies, software usage knowledge, media design knowledge, media art knowledge, recording technology knowledge, professional history, production knowledge, typography knowledge, audiovisual motion picture design knowledge, practical and theoretical knowledge of other related arts, IT knowledge, dramaturgy, image analysis, writing practice, media theory and film theory.

The condition for admission to the master's (degree) programme is that the student has at least 30 credits in the listed areas based on their bachelor's degree studies. Missing credits must be obtained in the master's (degree) programme as specified in the studies and examination regulations of the higher education institution.

ART INSTRUCTOR

PROGRAMME COORDINATOR: ZSOLT KELEMEN HORVÁTH PHD

Title of the master's (degree) programme: art instructor

Description of the qualification level that can be obtained in the master's (degree) programme and the professional qualification as stated in the degree certificate:

- level of education: master's degree (magister, master, abbreviated: Msc)
- qualification: okleveles művészeti instruktör
- English designation of the qualification: Arts Communication Expert

Length of programme in semesters: 4 semesters

Optional sub-specialisation(s): Visual arts sub-specialisation

Minimum number of credits required for entry into a master's (degree) programme: 60 credits in art mediation foundations, aesthetics, art history and communication.

The condition for admission to the master's (degree) programme is that the student has at least 30 credits in the listed areas based on their bachelor's degree studies. Missing credits must be obtained in the master's (degree) programme as specified in the studies and examination regulations of the higher education institution.

INTERNATIONAL ECONOMICS AND BUSINESS

PROGRAMME COORDINATOR: DR. HABIL. MIKLÓS VÁSÁRY

Title of the master's (degree) programme: international economics and management.

Description of the qualification level that can be obtained in the master's (degree) programme and the professional qualification as stated in the degree certificate:

- level of education: master's degree (magister, master, abbreviated: Msc)
- qualification: okleveles közgazdász, nemzetközi gazdaság és gazdálkodás szakon
- English designation of the qualification: Economist in International Economy and Business

Length of programme in semesters: 4 semesters

Optional sub-specialisation(s): international management; international finance

The minimum number of credits required for entry to the master's (degree) programme – different from the bachelor's degree programme – is 45 credits from the following areas:

- at least 18 credits in the field of economic and methodological knowledge (micro- and macroeconomics, international economics, economic theory, history of economic theory, economic policy, mathematics, statistics, informatics);
- at least 12 credits in the field of basic business knowledge (finance, corporate finance, corporate economics, marketing, accounting, leadership and organisation, human resource management);
- at least 15 credits in the field of professional knowledge.

The condition for admission to the master's (degree) programme is that the student has at least 15 credits in the listed areas based on their former studies. Missing credits must be obtained in the master's (degree) programme as specified in the studies and examination regulations of the higher education institution.

EXPERT IN TELEVISION PRODUCTION ARTS

PROGRAMME COORDINATOR: BOJÁNA PAPP DLA

Title of the master's (degree) programme: expert in television production arts

Description of the qualification level that can be obtained in the master's (degree) programme and the professional qualification as stated in the degree certificate:

- level of education: master's degree (magister, master; abbreviated: MA)
- qualification: okleveles televíziós műsorkészítő művész
- English designation of the qualification: Expert in Television Production Arts

Length of programme in semesters: 4 semesters

The minimum number of credits required for entry to the master's (degree) programme is: historical background of art 6 credits, social sciences, law 6 credits, general art theory and art aesthetics 6 credits.

The condition for admission in the master's (degree) programme is that the student has at least 6 credits. Missing credits must be obtained as specified in the studies and examination regulations of the higher education institution.

Optional sub-specialisation(s): television director and dramaturge; editing and post production; creative producer

GRAPHIC DESIGN

PROGRAMME COORDINATOR: FERENC TEPES

Title of the master's (degree) programme: graphic design.

Description of the qualification level that can be obtained in the master's (degree) programme and the professional qualification as stated in the degree certificate:

- level of education: master's degree (magister, master; abbreviated: MA)
- qualification: okleveles tervezőgrafikus művész
- English designation of the qualification: Graphic Designer

Length of programme in semesters: 4 semesters

The minimum number of credits required for entering the master's (degree) programme is 60 in the fields of media and visual studies, graphic design studies, media and production technology knowledge, media, art history and theory, philosophy, social sciences, economic and legal knowledge, communication and presentation skills.

The condition for admission to the master's (degree) programme is that the student has at least

30 credits in the listed areas based on their bachelor's degree studies. Missing credits must be obtained in the master's (degree) programme as specified in the studies and examination regulations of the higher education institution.

Optional sub-specialisation(s): graphic design; printmaking; typography and type design

TOURISM MANAGEMENT

PROGRAMME COORDINATOR: DR. GÁBOR BÓDIS

Title of the master's (degree) programme: tourism management.

Description of the qualification level that can be obtained in the master's (degree) programme and the professional qualification as stated in the degree certificate.

- level of education: master's degree (magister, master; abbreviated: Msc)
- qualification: okleveles közgazdász turizmus-menedzsment szakon
- English designation of the qualification: Economist in Tourism and Management

Length of programme in semesters: 4 semesters

Based on the comparison of the knowledge serving as the basis for determining the student's credit – as defined in the Higher Education Act – at least 60 credits should be recognised in the following areas of knowledge according to their previous studies:

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

The condition for participation in the master's (degree) programme is that the student has at least 30 credits in the listed areas of knowledge. The missing credits must be obtained parallel with the master's (degree) programme, within two semesters from admission, as specified in the studies and examination regulations of the higher education institution.

BUSINESS DEVELOPMENT

PROGRAMME COORDINATOR: PROF. DR. SZILVIA KÉSMÁRKI-GALLY DR. ERDEINÉ

Title of the master's (degree) programme: business development.

Description of the qualification level that can be obtained in the master's (degree) programme and the professional qualification as stated in the degree certificate:

level of EDUCATION: master's degree (magister, master; abbreviated: MSc)

- qualification: okleveles közgazdász, vállalkozásszervezés szakon
- English designation of the qualification: Economist in Business Development

Length of programme: 4 semesters

Based on the comparison of the knowledge serving as the basis for determining the student's credit – as defined in the Higher Education Act – at least 30 credits should be recognised in the following areas of knowledge according to their previous studies:

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

The condition for participation in the master's (degree) programme is that the student has at least 30 credits in the listed areas of knowledge.

MANAGEMENT AND LEADERSHIP

PROGRAMME COORDINATOR: DR. HABIL. ZOLTÁN SZIRA

Title of the master's (degree) programme: management and leadership

Description of the qualification level that can be obtained in the master's (degree) programme and the professional qualification as stated in the degree certificate:

- level of education: master's degree (magister, master; abbreviated: Msc)
- qualification: okleveles közgazdász, vezetés és szervezés szakon
- English designation of the qualification: Economist in Management and Leadership

Length of programme: 4 semesters

Optional sub-specialisation(s): business consulting

Based on the comparison of the knowledge serving as the basis for determining the student's credit – as defined in the Higher Education Act – at least 60 credits should be recognised in the following areas of knowledge according to their previous studies:

- basic methodological knowledge (15 credits): mathematics, statistics, computer science;
- basic economic knowledge (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): corporate economics, economic law, marketing, finance, accounting, decision theory and methodology, business ethics, business communication, taxation knowledge, corporate finance;
- basic knowledge of social sciences (10 credits): EU knowledge, public policy knowledge, economic history, sociology, philosophy, psychology;
- professional knowledge (10 credits): management of value-creating processes, leadership and organisation, business planning, business management, strategic planning, controlling, human resource management, leadership skills development, information systems.

The condition for participation in the master's (degree) programme is that the student has at least 30 credits in the listed areas of knowledge. The missing credits must be obtained parallel with the master's (degree) programme, within two semesters from admission, as specified in the studies and examination regulations of the higher education institution.

You can read more about our master's (degree) programmes at <https://www.metropolitan.hu/kepzesi-szintek/mesterkepzes>.

POSTGRADUATE SPECIALIST TRAINING PROGRAMMES

ARTIFICIAL INTELLIGENCE IN BUSINESS AND FINANCE

PROGRAMME COORDINATOR: PÉTER FÁYKISS PHD

Title of the postgraduate specialist training programme: Artificial intelligence in business and finance – postgraduate specialist training programme / Artificial intelligence in business and finance – specialist in economics

Title of the qualification in the degree certificate: üzleti és pénzügyi mesterséges intelligencia tanácsadó / üzleti és pénzügyi mesterséges intelligencia szakközgazdász

English designation of the qualification as stated in the degree certificate: artificial intelligence adviser in business and finance / economist specialised in artificial intelligence adviser in business and finance

Field of training of the postgraduate specialist training programme: Economic sciences

Length of programme in semesters: 2 semesters

INTERIOR ARCHITECT

PROGRAMME COORDINATOR: LÁSZLÓ E. SZABÓ DLA

Title of the postgraduate specialist training programme: Interior architect postgraduate specialist training programme

Title of the qualification as stated in the degree certificate: Interior architect

English designation of the qualification as stated in the degree certificate: Interior Architect

Field of training of the postgraduate specialist training programme: Arts

Length of programme in semesters: 3 semesters

BUSINESS AND TEAM COACH

PROGRAMME COORDINATOR: DR. JENŐ SÁNDOR

Title of the postgraduate specialist training programme: Business and team coach postgraduate specialist training programme

Title of the qualification as stated in the degree certificate: Business és team coach

English designation of the qualification as stated in the degree certificate: Business and team coach

Field of training of the postgraduate specialist training programme: Economic sciences

Length of programme in semesters: 3 semesters

EXECUTIVE MBA – DIGITAL MARKETING / ECONOMIST SPECIALISED IN EXECUTIVE MBA – DIGITAL MARKETING

PROGRAMME COORDINATOR: MARIANN CSARNAI

Title of the postgraduate specialist training programme: Executive MBA – Digital Marketing postgraduate specialist training programme / Economist specialised in Executive MBA for Digital Marketing

Title of the qualification as stated in the degree certificate: Executive MBA – Digitális marketing szaktanácsadó/ Executive MBA – Digitális marketing szakközgazdász

English designation of the qualification as stated in the degree certificate: Executive MBA – expert in digital marketing / Economist specialised in Executive MBA for Digital Marketing

Field of training of the postgraduate specialist training programme: Economic sciences

Length of programme in semesters: 3 semesters

EXECUTIVE MBA – STRATEGIC MARKETING / EXECUTIVE MBA – STRATEGIC MARKETING SPECIALIST

PROGRAMME COORDINATOR: PÉTER BOROS

Title of the postgraduate specialist training programme: Executive MBA – Strategic marketing postgraduate specialist training programme / Special economist in strategic marketing

Title of the qualification as stated in the degree certificate: Executive MBA – Stratégiai marketing szaktanácsadó/ Executive MBA – Stratégiai marketing szakközgazdász

English designation of the qualification as stated in the degree certificate: Executive MBA – expert in Strategic Marketing/ Executive MBA – Special Economist in Strategic Marketing

Field of training of the postgraduate specialist training programme: Economic sciences

Length of programme in semesters: 3 semesters

EXECUTIVE MBA FOR IT / ECONOMIST SPECIALISED IN EXECUTIVE MBA FOR IT

PROGRAMME COORDINATOR: GÁBOR TARJÁN PHD

Title of the postgraduate specialist training programme: Executive MBA for IT postgraduate specialist training programme / Economist specialised in Executive MBA for IT postgraduate specialist training programme

Title of the qualification as stated in the degree certificate: Executive MBA for IT/ Executive MBA for IT szakközgazdász

English designation of the qualification as stated in the degree certificate: Executive MBA for IT / Economist specialised in Executive MBA for IT

Field of training of the postgraduate specialist training programme: Economic sciences

Length of programme in semesters: 2 semesters

EXECUTIVE MBA – TURNAROUND MANAGEMENT/ECONOMIST

PROGRAMME COORDINATOR: PROF. DR. ERZSÉBET NOSZKAY CSC

Title of the postgraduate specialist training programme: Executive MBA – Turnaround Management specialist further training programme / Executive MBA – economist specialised in Turnaround Management

Title of the qualification as stated in the degree certificate: Executive MBA – Turnaround Manager / Executive MBA – economist specialised in Turnaround Management

English designation of the qualification as stated in the degree certificate: Executive MBA – Turnaround manager / economist specialised in executive MBA for turnaround manager

Field of training of the postgraduate specialist training programme: Economic sciences

Length of programme in semesters: 3 semesters

SUSTAINABLE FASHION BRAND MANAGEMENT

PROGRAMME COORDINATOR: MÓNICA SZILÁGYI-CSÜLLÖG

Title of the postgraduate specialist training programme: Sustainable fashion brand management postgraduate specialist training programme

Title of the qualification as stated in the degree certificate: Fenntartható divatmárka menedzsere

English designation of the qualification as stated in the degree certificate: Sustainable Fashion Brand Manager

Field of training of the postgraduate specialist training programme: Economic sciences

Length of programme in semesters: 3 semesters

SUSTAINABILITY MANAGER

PROGRAMME COORDINATOR: DÁVID TAKÁCS PHD

Title of the postgraduate specialist training programme: Sustainability Management postgraduate specialist training programme

Title of the qualification as stated in the degree certificate: Fenntarthatósági menedzser

English designation of the qualification as stated in the degree certificate: Sustainability manager

Field of training of the postgraduate specialist training programme: Economic sciences

Length of programme in semesters: 2 semesters

INTERNATIONAL BUSINESS COACH

PROGRAMME COORDINATOR: DR. JENŐ SÁNDOR

Title of the postgraduate specialist training programme: International business coach

Title of the qualification as stated in the degree certificate: International business coach

English designation of the qualification as stated in the degree certificate: International business coach

Field of training of the postgraduate specialist training programme: Economic sciences

Length of programme in semesters: 2 semesters

COACH TRAINING AT HIGHER LEVEL

PROGRAMME COORDINATOR: SZILVIA MAJOR

Title of the postgraduate specialist training programme: Coach training at higher level, postgraduate specialist training programme

Title of the qualification as stated in the degree certificate: Team és személyes hatékonyságot fejlesztő tréner

English designation of the qualification as stated in the degree certificate: Team and personal effectiveness development trainer.

Field of training of the postgraduate specialist training programme: Social sciences

Length of programme in semesters: 2 semesters

LEAN SERVICE DESIGNER

PROGRAMME COORDINATOR: JÁNOS KOSZTOLÁNYI

Title of the postgraduate specialist training programme: Lean service designer postgraduate specialist training programme

Title of the qualification as stated in the degree certificate: Lean szolgáltatásfejlesztő

English designation of the qualification as stated in the degree certificate: Lean Service Designer

Field of training of the postgraduate specialist training programme: Economic sciences

Length of programme in semesters: 2 semesters

MEDIATOR, ALTERNATIVE DISPUTE RESOLUTION

PROGRAMME COORDINATOR: KRISZTINA HUNYADI

Title of the postgraduate specialist training programme: Mediator – alternative dispute resolution postgraduate specialist training programme

Title of the qualification as stated in the degree certificate: Mediátor, alternatív vitarendező

English designation of the qualification as stated in the degree certificate: Expert in mediation – Alternative Dispute Resolution

Field of training of the postgraduate specialist training programme: Social sciences

Length of programme in semesters: 2 semesters

OD – EXPERT IN ORGANISATIONAL DEVELOPMENT / OD – ECONOMIST SPECIALISED IN ORGANISATIONAL DEVELOPMENT

PROGRAMME COORDINATOR: GERGELY NÉMETH PHD

Title of the postgraduate specialist training programme: OD – Expert in organisational development / OD – Economist specialised in organisational development postgraduate specialist training programme

Title of the qualification as stated in the degree certificate: OD – szervezetfejlesztési szaktanácsadó/ OD – szervezetfejlesztési szakközgazdász

English designation of the qualification as stated in the degree certificate: Expert in Organisational Development /Economist specialised in Organisational Development

Field of training of the postgraduate specialist training programme: Economic sciences

Length of programme in semesters: 3 semesters

COMPLIANCE EXPERT IN FINANCIAL DIGITALISATION

PROGRAMME COORDINATOR: GÁBOR JÓZSEF HARKÁCSI

Title of the postgraduate specialist training programme: Compliance expert in financial digitalisation

Title of the qualification as stated in the degree certificate: Pénzügyi digitalizációs és compliance tanácsadó

English designation of the qualification as stated in the degree certificate: Compliance Expert in Financial Digitalisation

Field of training of the postgraduate specialist training programme: Economic sciences

Length of programme in semesters: 2 semesters

FINANCIAL REGULATORY AND SUPERVISORY SPECIALIST TRAINING

PROGRAMME COORDINATOR: LÁSZLÓ SEREGDI

Title of the postgraduate specialist training programme: financial regulatory and supervisory specialist postgraduate specialist training programme

Title of the qualification as stated in the degree certificate: pénzügyi szabályozási és felügyeleti szakember

English designation of the qualification as stated in the degree certificate: financial regulatory and supervisory specialist

Field of training of the postgraduate specialist training programme: Economic sciences

Length of programme in semesters: 2 semesters

PROTOCOL ADVISER AND EVENT ORGANISER

PROGRAMME COORDINATOR: ÁGNES GÁSPÁR

Title of the postgraduate specialist training programme: Protocol advisor and event organiser postgraduate specialist training programme

Title of the qualification as stated in the degree certificate: Protokoll szaktanácsadó és rendezvényszervező

English designation of the qualification as stated in the degree certificate: Protocol Advisor and Event Organiser

Field of training of the postgraduate specialist training programme: Social sciences

Length of programme in semesters: 3 semesters

NEW MEDIA GRAPHIC DESIGNER

PROGRAMME COORDINATOR: DR. ZOLTÁN GAYER PHD

Title of the postgraduate specialist training programme: New media graphic designer postgraduate specialist training programme

Title of the qualification as stated in the degree certificate: Újmédia grafikai szaktanácsadó

English designation of the qualification as stated in the degree certificate: New Media Graphic Designer

Field of training of the postgraduate specialist training programme: Arts

Length of programme in semesters: 2 semesters

BEHAVIOUR DESIGN CONSULTANT

PROGRAMME COORDINATOR: GERGELY NÉMETH PHD

Title of the postgraduate specialist training programme: Behaviour design consultant

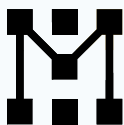
Title of the qualification as stated in the degree certificate: Viselkedéstervező szaktanácsadó szakirányú továbbképzési szak

English designation of the qualification as stated in the degree certificate: Behaviour Design Consultant

Field of study of the postgraduate specialist training programme: economic sciences

Length of programme in semesters: 3 semesters

You can read more about our postgraduate specialist training programmes at <https://www.metropolitan.hu/kepzesi-szintek/szakiranyu-tovabbkepzes>.



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