

# Intensive English Language Preparatory Program

Effective from September 2017

**The English Language Preparatory Program of Budapest Metropolitan University offers one- and/or two-semester intensive preparation courses for international students who intend to continue their academic studies at a B.A. or M.A. program in the English language and need to improve their general language skills. Students who regularly attend the classes, successfully complete all study requirements and reach the necessary minimum entrance level at the final language examination may progress to their chosen degree program.**

## **Benefits:**

1. Students have the opportunity to experience academic culture, become members of the student community and familiarize themselves with the local and wider society.
2. Students gain an understanding of how to study and perform in an academic and a multicultural environment.
3. Students learn how to study independently and use the Virtual Learning Environment (CooSpace) of the University.

**Entry level:** the level that corresponds to an IELTS level of 4.5 (in case of two-semester courses) or 5.0 (in case of one-semester courses).

## **Program structure:**

1. Students are assigned to certain study groups depending on their entry-level command of the language based on a placement test written before the start of the course.
2. Based on the score achieved at the placement test students receive information on their existing level and the level they need to advance to in order to be admitted to a degree program.
3. Students enrolled on a one-semester course may be advised to continue their studies for another semester in case their result does not enable them to start their chosen degree program. In case of a two-semester course, students' skills are assessed again to decide in which particular study group they need to continue their studies.
4. Each semester consists of 300 contact hours (classes) with 16-20 contact hours a week divided into 80-minute sessions and – on an as-needed basis – into separate subjects.
5. Each semester ends with an end-of-term examination. Only the successful completion of the end-of-term examination at the end of the intermediate plus-upper-intermediate level semester enables the student to start a BA or MA course.
6. Students receive a practical grade in each subject at the end of the semester and they receive a score at the end-of-term examination. The combined result of the practical grades and the score achieved at the final exam is the grade of the certificate issued at the student's request.
7. Students write a mock exam at the beginning of the semester to get an understanding of the final examination.

### **Study requirements and completion:**

1. Students have to regularly attend classes, complete assignments and participate in class work.
2. Students have to complete all assignments given during the semester to get a practical grade.
3. Students may only take the end-of-term exam if they have received all the practical grades in their subjects.
4. In case the student fails the end-of-term exam, they can retake the exam once at the end of the semester but not earlier than within one week following the regular end-of-term exam.

### **Absence:**

1. Attendance is recorded electronically and students receive regular messages about absences. In order to receive all the necessary information, students have to record the e-mail address they use in the electronic system (CooSpace)
2. Students cannot miss more than 10% (30 contact hours) of the contact hours during one semester. In case they miss more than that, they cannot complete the course, cannot take the end-of-term exam and cannot receive a certificate. In addition, the University terminates their student status and report their incomplete study requirements to the Immigration and Asylum Office.
3. In case a student is more than 10 minutes late for class, the teacher may decide to record that class as a missed contact hour.
4. In case the student arrives unprepared for class without having the necessary equipment to participate or prevents class work in any other way, the teacher may ask him/her to leave the room and decide to record that class as a missed contact hour.
5. In case there are more than one class on any given day of teaching and no student arrives within 20 minutes after the start of the first class, all classes on that day are cancelled and students will be marked as absent.
6. Absences can only be excused in cases specified in the Student Requirement System.

### **Assessment:**

Practical grades are based on the completion of the following tasks:

1. regular vocabulary and grammar tests,
2. regular progress tests,
3. oral presentations,
4. essays submitted to class
5. home assignments
6. participation in class work

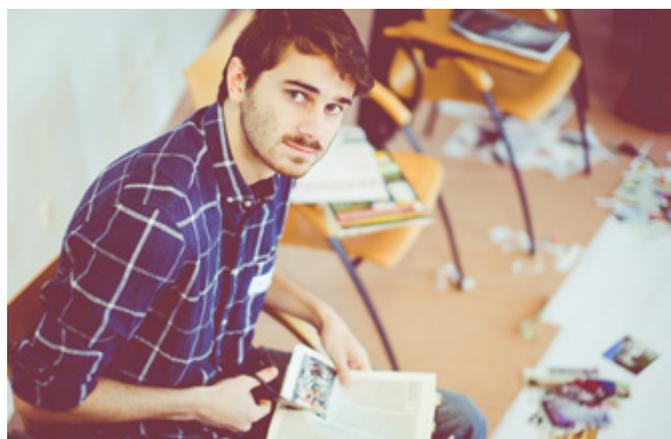
### **End-of-term examination:**

1. entry vocabulary test
2. written test (writing and reading skills: grammar, reading comprehension, writing)
3. oral test (speaking and listening skills: listening comprehension, speaking)
4. In case the student fails the exam, he/she may retake it once on condition that the fee for the retake exam is paid in time
5. If the student wishes to improve on the score of the end-of-term exam, he/she may take it again once the relevant fee is paid in time and on condition that he/she has gained a failing score in only one of the skill tests. In the case of a grade improvement examination, the grade of the improvement examination is the final grade of the exam, even if it is lower than the grade given at the previous exam.

### **Important:**

A score of 60% shall be gained at the entry vocabulary test to start the end-of-term examination.

At least a score of 40% at each skill test shall be gained to pass the exam.



Content, resources and minimum exam result:

1) Content and resources:

As a general guideline, students shall demonstrate a thorough knowledge of the following course books (listed according to levels and minimum level to be gained at the end-of-term exam to pass to the next level or start the BA/MA program). The preparatory program uses the same books as core material completed with a lot of extra resources.

A1 – English File Third Edition Elementary (pass score for the next level: 60%)

A2 - English File Third Edition Pre-intermediate (pass score for the next level: 60%)

B1 - English File Third Edition Intermediate (pass score for the next level: 60%)

B1-B2 - English File Third Edition Intermediate plus (an equivalent of IELTS level 5.0 should be demonstrated at the exam to start the second semester)

B2 – Speak Out Upper-intermediate (an equivalent of IELTS level 5.5 should be demonstrated at the exam to start the BA/MA program)

For a better understanding of what each level means, please refer to the Common European Framework of reference at [http://www.coe.int/t/dg4/linguistic/Source/Framework\\_EN.pdf](http://www.coe.int/t/dg4/linguistic/Source/Framework_EN.pdf).



**Note:**

It is of high importance that students come to class with the necessary equipment, i.e. course book, workbook, notebook, pen/pencil, etc.

You also have to take note of the fact that simply visiting the classes does not guarantee sufficient performance. Students also have to study independently at home at least as many hours as they spend in class to reach the necessary result.

In case the entry level is lower than B1, students have to make extra effort to succeed.

**In case a student fails to meet the study requirements of the preparatory course, the University terminates their student status and report their incomplete study requirements to the Immigration Office.**

Should you have any further questions, please do not hesitate to contact us at [international@metropolitan.hu](mailto:international@metropolitan.hu).