

**I. A.) GENERAL REQUIREMENTS OF ACCREDITATION OF UNDERGRADUATE (BACHELOR) DEGREE PROGRAMMES TO BE LAUNCHED**

**1. Personal requirements<sup>1</sup>**

<i>Programme characteristic</i>	<b>Requirement</b>
<b>Person responsible for a degree programme</b>	The person responsible for a degree programme is a full-time and on first place employed <i>leading instructor</i> <sup>2</sup> with at least a PhD degree. This person should be responsible for one degree programme <sup>3</sup> at the time. This person must also be responsible for a main subject within the degree programme.
<b>Person responsible for a specialisation</b>	Full-time and on first place employed instructor, with at least a PhD degree.
<b>Persons responsible for subjects</b>	Instructors may be responsible for compulsory and compulsory-elective subjects up to 25 credits, including undergraduate and master education. Second employment in other institutions is to be counted. <i>(Identical subjects taught on different faculties or in institutes to be counted once.)</i>
<b>Persons responsible for main subjects</b>	Leading instructors who a) in case of <u>basic and profession specific</u> main subjects : <ul style="list-style-type: none"> <li>• at least 50 % must hold a PhD (or – up to 31 December 2006 – a dr. university degree with at least 20 years of practice)</li> <li>• at least 2/3 of them are full-time employees</li> </ul> b) in case of <u>profession specific</u> main subjects further requirements: <ul style="list-style-type: none"> <li>• at least 40% of them has a confirmed professional experience and performance</li> </ul>
<b>Persons responsible for the subjects of a final examination</b>	Leading instructors of whom at least 2/3 is employed on full-time basis by the HEI.
<b>Employment status of teaching staff</b>	At least 75% of lectures of main subjects defined by the syllabus of the programme are to be held by instructors employed full-time. Trainers must bear with decent professional, organizational skill and knowledge in case of non-base and non-theoretical subjects. Field/practical work must be held by instructors of whom at least 50% are on employed on a full-time basis <sup>4</sup> .

**2. Content requirements**

The curriculum of the program set-up by the institution satisfies the national qualification and output requirements.

The program ensures the basis of further studies on a master program, and supports students with extraordinary capabilities in an organized manner.

**3. Research**

1. The HEI must have research themes which are to help students in preparing for entering the master training and in enhancing their analytical skills in practical problem solving.
2. The HEI must have at least one nationally recognised school/team in a field of research/art in the discipline of the given degree programme.

<sup>1</sup> Personal requirements might be differently evaluated on a case by case basis by the relevant disciplinary subcommittee. This might happen in case of programmes with only a small number of students or related to “young” areas.

<sup>2</sup> Leading instructors: university or college professor, professor emeritus, university reader, college reader PhD, senior research fellow, scientific adviser.

<sup>3</sup> The same person might be responsible for a master-degree programme and for an undergraduate one, if the latter provides the basis for the master program.

<sup>4</sup> 50% employment restriction is not to be applied on those certification areas which require practical training in an external organisation.

3. Teaching staff should publish on a regular basis and present their research results in science/engineering/art or education development.

#### **4. Infrastructural requirements**

1. The HEI must provide the basic infrastructure necessary for their degree programme on an ongoing basis (proportionate to the time the programme is running) as follows:
  - a. premises corresponding to the actual number of students (classrooms, laboratories, staff rooms) for students, teaching and support staff, corresponding to the needs of the programme;
  - b. training tools for the entire cycle;
  - c. organisational and administrative structure supporting education.
2. A department-, faculty- or university-level library where the major periodicals of the given discipline or interdisciplinary area are available or electronically accessible. The library's textbook holdings have to include the books listed in the proposed literature of subject syllabus.
3. An IT network offering state-of-the art services accessible to students on a regular basis and organised manner
4. Research, design and measurement facilities supporting the development of diplomas and theses.
5. Infrastructure and training sites for practical education must be assured by the HEI.

#### **5. Capacity requirements**

The HEI must ensure the personal and material conditions suited for the expected number of students in line with the peculiarity of the discipline.

#### **6. Foreign language knowledge requirements**

"C" type of middle level state language exam or an equivalent secondary final exam result must be required to for the diploma.

#### **7. Requirements toward programmes delivered on a foreign language**

(In line with HAC 1998/7/IX/2 resolution)

1. Training held on a foreign language must be in line content wise with the one held on Hungarian. Differences of the syllabus must be presented in detail, should the syllabus held on a foreign language be different to the one held on Hungarian.
2. Personal requirements towards the teaching staff are equal to the one held on Hungarian language. Furthermore they require bearing with adequate language knowledge.

### **I. B.) SPECIFIC REQUIREMENTS OF ACCREDITATION OF UNDERGRADUATE (BACHELOR) DEGREE PROGRAMMES TO BE LAUNCHED**

*The HAC makes individual decisions based on general principles. I.A. point of this document defines the frame of a judgment process; establishes general evaluation criteria being valid for all disciplines.*

*Each actual programme evaluation however, needs to take into consideration the subject specific peculiarities of the given discipline.*