

AVICENNA INTERNATIONAL COLLEGE

Hungarian–English Bilingual Secondary School

SCHOOL RULES AND REGULATIONS

Budapest, 2026

1. PURPOSE AND OBJECTIVES OF THE SCHOOL RULES

The School Rules and Regulations constitute the framework governing the rights and obligations of students at the school. Every student, as a member of the school community, has both rights and obligations. The School Rules have been drawn up in accordance with the values accepted by the school and in compliance with the laws and regulations currently in force. The School Rules form an integral part of the institution's Educational Programme and Organizational and Operational Regulations (SzMSz).

The School Rules set out the rights and obligations of students, as well as the working arrangements of the school. Compliance with and enforcement of the School Rules is both the right and the responsibility of every student and employee of the school. The purpose of the provisions set out in the School Rules is to ensure the lawful operation of the school, the smooth implementation of education and instruction, and the organization of students' community life at school.

Accessibility

The School Rules are accessible to all persons concerned. The institution shall ensure that all persons concerned have the opportunity to become familiar with the provisions of the School Rules on the first day of the school year. The School Rules are available in the school library, from the Principal, and on the school's website.

Territorial Scope

The School Rules apply throughout the entire premises of the institution, as well as to events and activities organized by the school outside the school premises and specified in the Educational Programme.

Personal Scope

The School Rules apply to students, teachers, all employees of the institution, parents and guardians, as well as persons staying at the institution on the basis of a contractual relationship, in accordance with the terms of that contract.

Temporal and Territorial Scope

The School Rules shall apply from the date of their entry into force until their withdrawal. The provisions of the School Rules apply from the time of entering the school premises until leaving the school premises, as well as throughout the entire duration of events organized by the school outside the school premises.

- The school's students and employees are also subject to all internal school regulations, in particular the school's Educational Programme and Organizational and Operational Regulations.
- The School Rules establish the local rules concerning the exercise of the rights and obligations of students as defined by law, student status, the working arrangements of the school, the order of lessons and extracurricular activities, and the use of the school's rooms, facilities and grounds.
- The School Rules only reproduce the provisions set out in the applicable legislation to the extent necessary.
- The School Rules are prepared by the Principal of the school. The Student Council has the right of consent, while the School Board or parents' organization has the right to express an opinion.
- The School Rules are adopted by the teaching staff and approved by the maintainer.
- In the event of a violation of the School Rules, the student may be held accountable, sanctions may be imposed, and disciplinary proceedings may be initiated.

2. RIGHTS AND OBLIGATIONS OF STUDENTS

Student status is established on the day of enrolment. From this date, the student may exercise the rights arising from their student status. Student status terminates:

- **a)** when the student has completed their studies: on the last day of the first examination period for the secondary school-leaving examination following completion of the final year;
- **b)** upon transfer to another school – in the case of a student subject to compulsory schooling, on the day the acceptance statement from the receiving school is presented (the date of transfer);
- **c)** in the case of a student who is no longer subject to compulsory schooling, if the student has more than 30 unjustified absences from lessons within one school year, provided that the school has warned the student in writing at least twice of the consequences of unjustified absences and, in the case of a minor student, has also warned the parent;

- **d)** in the case of a student who is no longer subject to compulsory schooling, student status may be terminated as a result of disciplinary proceedings;
- **e)** after compulsory schooling has ended, if the student wishes to leave the school. In the case of a minor student, the parent shall make a written declaration with the student's consent; in the case of an adult student, the student shall make the declaration themselves in writing. Student status terminates on the day the notification is acknowledged.

The following rights are granted to every student on the basis of their student status.

Every student at the school has the right to:

- receive high-quality education and participate actively in it;
- use the school's facilities and the educational and other benefits provided by the institution (remedial classes, talent development, courses, sports clubs, the library, study room, school competitions, etc.);
- request partial or full exemption from assessment in certain subjects. The relevant request must be submitted to the Principal with appropriate justification and accompanied by an expert opinion. The Principal shall inform the student of the decision within 10 days;
- receive regular healthcare supervision;
- have their personality, identity, religion and human dignity respected and receive protection;
- approach their teachers or the school management in the event of a problem or violation of their rights;
- be continuously informed of their grades and teachers' entries concerning them;
- have their personal data processed and stored by the school under secure conditions and have access to the data recorded about them. The student may request information about their grades from their class teacher;
- participate in academic competitions;
- have no more than two major tests on any one teaching day, subject to prior coordination;
- receive their assessed written work, preferably within ten teaching days (but no later than two weeks);
- be informed of the subject matter and date of a major test no later than one week before it is written;
- receive a substantive response within 15 days to legal questions addressed to the school management or class teacher;
- not suffer any disadvantage because of their conscientious or religious beliefs, provided that these do not infringe upon the human dignity of others;
- participate in the organization of school community life, operate a Student Council, and request assistance from the teaching staff and school management in doing so;
- express opinions, make proposals and initiate discussions concerning matters related to school life, and receive a substantive response to such proposals;

- participate, through their representatives, in decisions affecting their interests, and participate as voters and candidates in elections held at any level of the student community. The detailed rules governing elections are set out in the Student Council's Organizational and Operational Regulations;
- initiate the establishment of student organizations (school newspaper, student clubs, study groups, etc.) and participate in their activities;
- receive benefits, awards or recognition based on their academic performance or community service;
- use the school library free of charge during its opening hours. The rules governing the use of the library are set out in the Library Use Regulations contained in the Organizational and Operational Regulations;
- participate in the activities of the school's sports association and/or sports clubs.

Exercise of Rights

- When dealing with students' affairs, the primary consideration shall be to ensure the exercise of the student's right to education.
- A student may express their religious, philosophical or other beliefs, as well as their national or ethnic identity, and may expect these to be respected, provided that exercising this right does not conflict with the law and does not restrict or infringe upon the similar rights of other students. However, this right may not be used to impose the student's beliefs on others through words, actions or implied conduct.
- A student has the right to be informed of their grades and marks and may request an appropriate explanation of the reasons for them.
- A student may challenge a grade with the subject teacher only if the assessment is inconsistent with the principles set out in the School Rules, the Local Curriculum or the Educational Programme. In such a case, the student may first approach the subject teacher, then their class teacher, followed by the head of the relevant subject department, and, if the matter remains unresolved, the Principal.
- The teaching staff may change a grade awarded by a subject teacher only if the principles used to assess the student differ from those set out in the School Rules, the requirements of the Local Curriculum or the Educational Programme. If the final grade is significantly lower, to the student's disadvantage, than the average of the grades received during the school year, the teaching staff shall ask the teacher concerned to explain the reasons for this and, where justified, to reconsider the decision. If the teacher does not change the decision and the teaching staff disagrees with the reasons given, the grade shall be adjusted in the student's favour on the basis of the grades received during the school year.
- Students have the right to receive written work collected for assessment no later than ten working days after it was collected, at the first subsequent common lesson of the relevant subject, corrected, graded and assessed. In the event of the teacher's absence, the working days during which the teacher is absent shall not be counted towards this ten-day period. If the subject teacher assesses the work after the deadline, the student

has the right not to accept the grade. In this case, the student must rewrite the test during the lesson following its distribution.

- A student has the right to express their opinion freely, with respect for human dignity, on any matter, including the work of the teacher responsible for their education and instruction and the operation of the school. The student also has the right to receive information concerning matters affecting them and their studies.
- The student has the right to make proposals and to address questions to the school's leaders, teachers or the Student Council, and to receive a substantive response no later than 15 days after the request. The student may submit their question in writing, indicating the intended recipient.
- A student's individual expression of opinion may not disrupt the lesson or infringe upon personal rights. The subject teacher shall provide the student with an opportunity to express their individual opinion during or after the lesson, but no later than within two days.
- Students may express their opinions in an organized manner at the General Student Assembly. Every student has the right to participate in the General Student Assembly.
- The school may process the personal data of a minor student that are not required by law only with the consent of the parent or guardian. In the case of an adult student, such data may only be processed with the student's consent.
- The student, or in the case of a minor student, the parent or guardian, has the right to access and verify the data recorded about the student.

The recorded data may be accessed in the following locations:

a) in the school's computer database, from which the student may request information about their recorded data from the school administration office;

b) in the electronic school register, where the student may view the data recorded about them.

- Student communities establish a Student Council to represent their interests. The activities of the Student Council cover all matters concerning students. Its objectives, responsibilities and operating procedures are determined by the relevant legislation and the Organizational and Operational Regulations of the Student Council.
- In the event of a grievance, a student – or, in the case of a minor student, their legal representative – may seek legal remedy in accordance with the law from their class teacher or the school management.
- Within the school community, a student may exercise their rights in any matter affecting their life through the Student Council.
- The interests of the students of the school are represented by the Student Council, which consists of 10–12% of the total number of students and has its own Organizational and Operational Regulations.
- Representatives of the Student Council are elected annually at the General Student Assembly. The General Student Assembly is held twice a year.
- Before decisions directly affecting 50% of the students are made, the school management shall request the opinion and recommendations of the Student Council and

shall allow its representatives to participate in teaching staff meetings concerning such matters.

- The opinion of the Student Council must be requested in matters and measures affecting smaller groups of students – for example, a particular class – if such matters or measures may serve as guidance for other student groups.
- The school management may also request the opinion of the Student Council in cases other than those specified above.
- Student communities shall formulate their positions in accordance with the applicable legal provisions, and the school shall provide all necessary conditions for this purpose.
- Only subject-related, cultural, sports and professional student clubs, extracurricular clubs and summer camps may be organized at the school.
- A student club may only be led by a person holding a teaching qualification.
- When a student club is established, the school shall provide the necessary conditions for its operation.
- If a student or their parent/guardian believes that any of their rights have been violated, they may submit a complaint to the subject teacher, class teacher, head of the relevant subject department, Deputy Principal or Principal. Where appropriate, they may also seek assistance from the Student Council.

2026/2027 ACADEMIC YEAR

Duties and Obligations

Every student of the school has the duty to:

- comply with the School Rules and the provisions of the institution's regulations, compensate the school for any damage caused to its rooms, facilities or equipment, and remedy any deliberate contamination, writing or graffiti caused by them;
- attend lessons and compulsory activities;
- be present at the location of the lesson or activity at least 5 minutes before it begins;
- fulfil their academic obligations through regular work and disciplined conduct, to the best of their abilities;
- keep their parents or guardians up to date regarding their grades on the basis of the electronic school register;
- provide justification for their absences in accordance with the provisions of the School Rules;
- use the equipment entrusted to them and used during instruction appropriately and in accordance with the applicable rules, take care of the school's equipment and facilities, and contribute to maintaining a clean, orderly and appropriate environment at the school;
- learn and comply with health and safety, accident prevention and fire safety regulations;
- ensure the conditions necessary for learning, including quiet, order and discipline;

- bring all equipment necessary for learning (e.g. textbooks, exercise books and PE clothing) in proper condition and complete;
- cooperate in carrying out the institution's responsibilities, preserve and enrich the school's traditions, and treat their fellow students and all school employees with respect;
- protect their own health and the health of others;
- attend school ceremonies in appropriate and uniform formal attire suitable for the occasion: a dark skirt or trousers and a white blouse or shirt. If the school requires students to wear a school tie during the given academic year, wearing the tie is compulsory at school ceremonies;
- attend school with a clean, well-groomed and appropriate appearance, complying with the school dress code, and wearing clothing and a hairstyle that are suitable for the place, occasion and weather and are not ostentatious.

Provisions Concerning Support Fees and Contributions

Rules on Remuneration for Property Rights in Products, Items or Works Created by Students

At our school, the Maintainer requires a contribution in accordance with the applicable legislation. The relevant rules are publicly available on the school website: www.avicenna.hu.

The school's Maintainer may provide scholarships to students based on their social circumstances or outstanding performance. The Maintainer decides on the awarding of scholarships on an individual basis, taking into consideration the documents submitted and, where necessary, a personal interview. In practice, the scholarship may take the form of financial support or a discount.

The scholarship may be applied for by completing the application form available on the school website. Following submission, the Admissions Committee will contact the student and conduct the necessary procedure to determine eligibility for the scholarship.

Creation of Intellectual Property

Students do not create any intellectual property in the course of their schoolwork and are therefore not entitled to intellectual or property rights in connection with their work.

Principles and Rules Concerning Textbook Support

The price of textbooks is included in the tuition/educational fee. The fee includes only one copy of each textbook. Students are responsible for using their textbooks properly and taking care of them. The replacement of a damaged or lost textbook is the student's responsibility. The appropriate textbooks are selected by members of the relevant subject departments and subject teachers, ensuring that they comply with the requirements of the current National Core Curriculum.

3. RIGHTS AND OBLIGATIONS OF PARENTS

Rights

- Parents are represented in the Parents' Organization and may, through this organization, express their opinions in writing regarding the educational and teaching work carried out at the school.
- Written comments and enquiries submitted by parents must receive a substantive response within the deadlines prescribed by law. The responsible persons are the class teacher and, where applicable, the Principal.
- Through the electronic school register, parents and students have access to the timetables of all students, teachers, student groups and classrooms, as well as the student's grades, absence records and the lesson progress records.
- The detailed schedule of the academic year is available on the school website. At the beginning of the academic year, every parent receives a code for accessing the electronic school register. Through the online system, parents can monitor their child's progress, receive notifications and messages addressed to parents, and view grades and entries. Parents may also use the system to contact teachers and request approval for absences. Absences may be justified in writing, through the online system, or by using both methods. The deadline for submitting justification for an absence is the first class-teacher lesson following the absence. Parents are provided with full access to the electronic school register.
- Parents have the right to view their child's written tests. This may be arranged either by sending the test home or by presenting it during a parent-teacher consultation.
- In the event of a decision, measure or failure to take a measure by the school, the student or parent may, within fifteen days of the communication of the decision or, in the absence of such communication, from the date on which they became aware of it, initiate proceedings in the interests of the child or student. This possibility does not apply to objections concerning the assessment or grading of conduct, diligence or academic performance, except where the assessment or grading is contrary to the law.

Obligations

- The student must provide justification for their absence no later than the first class-teacher lesson following the absence.
- A parent must notify the class teacher or the school administration office of their minor child's absence and its expected duration.
- In the case of an absence that can be anticipated in advance, the student or their parent/guardian must notify the class teacher in advance of the absence or late arrival.

- In the case of a minor student, the parent or guardian must inform the student's class teacher, no later than the morning of the first day of the absence, of the reason for the absence or late arrival.
- The parent and the student are responsible for notifying the class teacher and the school secretary of any changes to the student's personal data recorded in the school database within one week. The school assumes no responsibility for any disadvantage resulting from failure to report such changes.
- Parents are required to monitor their child's academic progress through the electronic school register.

4. SCHOOL OPERATING PROCEDURES

Attendance and Leaving the School

During teaching hours, a student may leave the location of a lesson only with the permission of the subject teacher and may leave the school building only with the permission of the Principal. Leaving the building in exceptional circumstances is only possible with the Principal's written permission.

Late Arrival

If a student arrives at the place of instruction after the lesson has started, they are considered late.

A student who is late must perform community service on the school premises after lessons for a period of time equal to the duration of their lateness. The designation and organization of such community service is the responsibility of the school management.

This community service is intended to serve an educational and community-benefit purpose and shall be carried out in compliance with hygiene and safety regulations and under teacher supervision.

Rules Concerning Absences and Their Justification

- A longer-term exemption from physical education classes may only be requested on the basis of a specialist medical certificate or a certificate issued by a sports association. A written request for exemption from a parent must be presented to the class teacher before the lesson in each individual case.
- The period of absence justified by parents may not exceed 5 days or 35 lessons per semester. Any request to be excused from a lesson or an entire school day is included in

the above-mentioned number of justifiable absences, except for absences authorized by the Principal.

- Parents are requested to notify the school by telephone on the first day of an absence due to illness, stating the reason for and expected duration of the absence.
- If a student becomes unwell during a lesson or break, they must inform the teacher conducting the lesson, the class teacher, the Principal/Deputy Principal or the school secretary so that they may be released to see a doctor. If necessary, the student will be accompanied by an adult from the school.
- The student must provide justification for their absence to the class teacher no later than the first class-teacher lesson following the absence. Following an absence, the student must make up any missed work and complete any required assessment in the manner and within the timeframe specified by the subject teacher. If a student has missed more than 30% of the lessons of a particular subject and does not have a sufficient number of grades, the teaching staff may, upon the recommendation of the subject teacher, require the student to take a classification examination. The grade obtained in this examination shall determine the student's final grade for the year.
- If the total number of lessons missed by a student during one academic year exceeds 250 and the student does not have a sufficient number of grades (the minimum number of grades is the number of weekly lessons plus one, but at least three grades per semester), the student may not be graded at the end of the academic year. In such a case, the teaching staff shall decide whether the student must repeat the year or may take a classification examination.
- If the number of lessons missed without justification reaches 30 during one academic year and the student is no longer subject to compulsory schooling under the law, their student status shall terminate. In the case of a student of compulsory school age, the Principal shall initiate the student's transfer to another educational institution.

Unjustified absence constitutes a disciplinary offence. If the number of unjustified absences reaches the following levels in an academic year:

- **6 lessons:** the student receives a class-teacher warning (the conduct grade may be no higher than **Good**);
- **10 lessons:** the student receives a formal written reprimand from the class teacher (the conduct grade may be no higher than **Satisfactory**);
- **20 or more lessons:** the student receives a warning from the Principal (the conduct grade shall be **Poor**).

Rules Governing Lessons and Other Activities

Bell Schedule and Daily Working Schedule

(based on the Student Academic Manual)

Time	Programme / Activity
08:30–09:00	Attendance check, daily review and breakfast (<i>Presence, Review & Breakfast</i>)
09:00–09:45	Lesson / Activity 1 (<i>Session 1</i>)
10:00–10:45	Lesson / Activity 2 (<i>Session 2</i>)
11:00–11:45	Lesson / Activity 3 (<i>Session 3</i>)
12:00–12:45	Lesson / Activity 4 (<i>Session 4</i>)
12:45–13:45	LUNCH BREAK
13:45–14:30	Lesson / Activity 5 (<i>Session 5</i>)
14:45–15:30	Lesson / Activity 6 (<i>Session 6</i>)

During the academic year, the school building is open from **7:30 a.m. to 4:00 p.m., Monday to Friday**.

Students may remain in the school building only when pedagogical supervision is provided. On working days, pedagogical supervision is provided in the school building between **8:00 a.m. and 3:30 p.m.**, and continuously during activities held at other times.

- **Public holidays and non-working days:** The school is closed.
- **During school holidays:** The school provides supervision, which is announced through the usual communication channels. During school holidays, the administrative staff of the institution are present and provide information about the availability of the school management, as well as record and forward enquiries.

Education and instruction take place in the designated classrooms, under the direction of teachers, according to the weekly timetable and in accordance with the allocation of teaching hours.

Extracurricular activities may only be organized after the compulsory teaching and activity periods have been completed, and may take place until **4:00 p.m.**

Breaks between lessons are supervised by designated teachers. Teacher supervision operates at the school from **8:00 a.m.** and during breaks between lessons. The teacher on duty is responsible for monitoring students' conduct in the assigned part of the building, ensuring that the premises remain orderly and clean, and ensuring compliance with accident prevention and safety regulations in accordance with the School Rules.

Only members of the teaching staff may attend lessons or activities without the Principal's permission. In all other cases, permission to attend a lesson must be granted by the Principal.

Lessons may not be interrupted once they have begun, except where the Principal considers an interruption justified. Compulsory medical examinations may take place at times and in the manner previously approved by the Principal.

Rules for the Use of the School Dining Hall

Discounted Meals and Ordering

- The school provides students and staff with meal options at discounted prices. Students and staff receive a **15% discount** on every food order. If meals are ordered for an entire month in advance, an additional **15% discount** is available, resulting in a total discount of **30%**.
- Lunch may be ordered as part of a monthly subscription or, at the latest, on the day before consumption for the following day.

Food Brought from Home and Places for Eating

- Students are permitted to bring food from home. They may heat it in the microwave ovens available in the dining hall and eat it there. **The consumption of any food in classrooms is strictly prohibited.**

Prohibition of External Food Orders

- Students are strictly prohibited from ordering food from external restaurants or food delivery services to the school premises, as the institution cannot verify the quality or hygienic suitability of food brought into the school in this way.

Rules Governing the Use of Mobile Phones and Other Digital and ICT Devices During Lessons and Other Activities

Electronic devices whose use is prohibited or restricted at the school shall be stored by the secondary school in designated lockable cabinets.

For each class or group, the subject teacher conducting the first lesson is responsible for collecting the devices, while the subject teacher conducting the final lesson of the class or group is responsible for returning them.

Students must hand over their electronic devices switched off to the person responsible for collection. They are required to mark the items being handed in with their name, for example by using a label.

The types of electronic devices that may be used for educational purposes and the period for which such permission is valid shall be determined by the Principal in a formal decision.

The distribution and collection of electronic devices approved for educational purposes shall be carried out by the subject teacher during the lesson.

The institution provides students with Wi-Fi access for educational purposes.

Planned Dates of Examinations During Studies, and the Method and Deadline for Applying for a Classification Examination

Requirements for Examinations During Studies

I. Rules Governing Examinations During Studies

The following examinations during studies are held at our secondary school:

- **A) Classification Examination**
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- **B) Differential Examination**
-
- **C) Make-up Examination**
-
- **D) Resit Examination**
-
- **E) Subject Examination**
-
- **F) Mock Final Examination**
-
- **G) Basic Examination in Hungarian as a Foreign Language**
-
- **H) Basic Examination in English**
-

A) Classification Examination

The classification examination is an examination designed to assess the requirements of a particular subject for one academic year. A classification examination resulting in the completion of the academic year must be held within the given academic year. A student must take a classification examination for the determination of their semester or end-of-year grade if:

- they study according to an individual study schedule;

-
- they have been exempted from attending lessons;
-
- they are permitted to fulfil the study requirements of one or more subjects within a shorter period than prescribed (this type of examination may not be repeated within the same academic year);
-
- during one academic year, their total number of excused and unexcused absences exceeds 250 lessons, and the Teaching Staff decides that they may take a classification examination;
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- their total number of excused and unexcused absences from a particular subject exceeds 30% of the lessons, and the Teaching Staff decides that they may take a classification examination;
-
- they do not have at least 3 grades obtained during a semester;
-
- they wish to take an early final examination.
-

In classification examinations, the end-of-year grade is determined as follows:

- If taking a classification examination is a prerequisite for an early final examination:
-
- if the student takes an examination on the material of a grade level for which they have also received grades during the academic year, the grade obtained in the classification examination and the grades received during the academic year are combined in a **30–70%** ratio (30% classification examination, 70% grades obtained during the academic year) to determine the final grade;
-
- if the student takes an examination on the material of a grade level for which they have not received any grades during the academic year, the grade obtained in the classification examination is the same as the end-of-year grade.
-
- If the classification examination is taken for any other reason, the grade obtained in the classification examination becomes the semester or end-of-year grade.
-

The examination board consists of no more than 3 members, two of whom must be subject teachers of the given subject in all types of examinations. The teachers conducting the examination and the members of the examination board are appointed by the Principal, who informs the persons concerned of their appointment at least one week before the examination. Classification examinations are organised in accordance with the applicable legal requirements.

If the classification examination is intended to determine the semester or end-of-year grade, students must be informed of the material to be assessed and the forms of the examination no later than 30 days before the examination date.

The school organises examinations — in the case of requested classification examinations required for early final examinations:

- **a)** for examinations held in May–June: during April;
-
- **b)** for examinations held in October–November: during September;
-
- in all other cases, within the 30-day period preceding the end of the semester or academic year.
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B) Differential Examination

A student must take a differential examination if their student status is established through transfer from another school or another type of educational institution and they do not have the required grade(s) in one or more subjects included in the educational programme of the Gymnasium. Based on the certificate submitted, the Principal determines the subjects in which the student must take the examination. The examination is conducted in the form determined by the subject teachers and before an examination board. This type of differential examination is designated **w (whole)**.

A student must also take a differential examination if they studied a subject or subjects included in our educational programme at their previous school, but according to a different curriculum. In this case, the student only has to take an examination on those topics which they did not study at the previous institution or institutions. This type of differential examination is designated **p (part)**. Based on the certificate submitted, the Principal determines the subject or subjects in which the student must take the examination. The examination is conducted in the form determined by the subject teachers and before an examination board.

Students may take differential examinations during the academic year. The school management designates one examination period per semester and, if necessary, two examination periods during the second semester.

Successfully completing the required differential examinations is a prerequisite for progression to the next grade level. If a student fails one or more of the differential examinations prescribed for them, they have not fulfilled the requirements of the academic year and may begin the following academic year in the grade level corresponding to the subject in which they failed the differential examination.

If a student transferring from another institution does not reach the language level required for the intended grade level, they may continue their studies in the language preparatory class.

During the language preparatory year, they may take the differential examinations required as a condition for admission to the intended grade level.

C) Make-up Examination

A student may take a make-up examination if they are absent from an examination, arrive late, or leave an examination with permission before completing it for a reason beyond their control. A reason beyond the student's control means any event or circumstance preventing participation in the examination which cannot be attributed to the student's intentional or negligent conduct.

The student may request permission to take a make-up examination from the Principal in writing. The Principal may authorise the examination if there is sufficient justification.

Period for make-up examinations: 21–31 August.

D) Resit Examination

A student may take a resit examination:

- if, at the end of the academic year, they receive an insufficient grade in no more than three subjects;
-
- if they arrive late to, are absent from, or leave a classification or differential examination without permission for a reason attributable to them;
-
- if they fail a classification or differential examination in no more than three subjects.
-

A student may take a maximum of three subject resit examinations in the event of failing examinations belonging to the same type of examination.

Resit examinations are assessed on a five-grade scale. Both the written and oral parts of the examination are taken into account when determining the final grade. A student may receive at least a satisfactory grade if they achieve a minimum performance of 12% in both examination parts. The percentage thresholds for grades correspond to those used for the assessment of the standard-level final examination:

- **80–100%:** excellent (5)
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- **60–79%:** good (4)
-
- **40–59%:** satisfactory (3)
-
- **25–39%:** pass (2)
-

- **0–24%: fail (1)**
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E) Subject Examinations

It is part of our school's tradition that students regularly demonstrate their knowledge in end-of-year examinations. The end-of-year examination provides an opportunity to revise, summarise and consolidate the material covered throughout the academic year, while also serving as a means of preparing students for higher education by helping them develop appropriate examination skills and experience.

A subject examination may be written, oral, complex (written and oral), or project-based. The grade obtained in the subject examination counts as **250%** towards the end-of-year grade.

Passing the subject examination is a prerequisite for progression to the next grade level. If a student is unable to participate in the examination, they may complete it at a designated later date.

The Subject Examination System

Key to abbreviations:

- written examination: **w**
-
- oral examination: **o**
-
- written and oral examination combined: **c**
-
- project examination: **p**
-
- for students attending elective/specialisation classes: *****
-

Subject	9kny	9	10	11	12
Hungarian Language and Literature		c	c	c	
Hungarian as a Foreign Language		c	c	c	
English (target language)	c	c	c	c	
Second Foreign Language (German, French, Spanish)		c	c	c	

Mathematics	w	w	w
History, Social and Civic Studies	w	o	
Biology		w*	w*
Physics	w	w/w*	w*
Chemistry	w		

F) The Mock Final Examination

The mock final examination is organised in the second semester of Grade 12, during February–March. The purpose of the mock final examination is to assess how well prepared students are for the final examination, as well as to give students an opportunity to practise the examination situation and the various forms of the final examination.

The subjects of the mock final examination are: Hungarian Language and Literature / Hungarian as a Foreign Language, History, Mathematics, English (if the student has not yet taken an early advanced-level final examination in English by the end of Grade 12), and, where applicable, the subject selected by the student in Grade 12.

The forms of the mock final examination correspond to those of the regular final examination, with the exception of English as the target language.

The requirements of the examinations are determined by the subject teachers, who also provide students with information about them. The examination counts as **250%** towards the end-of-year grade.

The assessment of the mock final examination corresponds to the percentage thresholds used for the regular final examination.

G) Basic Examination in Hungarian as a Foreign Language

Students attending Hungarian as a Foreign Language lessons are required to take a basic examination in Hungarian as a Foreign Language at the end of Grade 11. Successfully passing this examination is a prerequisite for progression to the next grade level. A student may continue their studies in Grade 12 if they achieve a result corresponding to **A2 level** in the basic examination in Hungarian as a Foreign Language.

The examination board for the basic examination in Hungarian as a Foreign Language consists of at least 2 subject teachers appointed by the Principal.

The assessment of the basic examination in Hungarian as a Foreign Language is as follows:

- **90–100%:** Excellent (5)
- **80–89%:** Good (4)
- **70–79%:** Satisfactory (3)
- **60–69%:** Pass (2)
- **0–59%:** Fail (1)

The Hungarian as a Foreign Language Basic Examination and the grade obtained are recorded in the student's certificate as a separate subject.

H) English Language Basic Examination

At the end of Year 9Kny, students are required to take the English Target Language Basic Examination. Successful completion of the examination is a prerequisite for progression. A student may continue their studies in Year 9 if they achieve a result corresponding to at least **B1 level** in the English Basic Examination.

The examination board for the English Basic Examination shall consist of at least two subject teachers appointed by the Principal.

The English Basic Examination is assessed as follows:

- **90–100%:** Excellent (5)
- **80–89%:** Good (4)
- **70–79%:** Satisfactory (3)
- **60–69%:** Pass (2)
- **0–59%:** Fail (1)

The English Basic Examination and the grade obtained are recorded in the student's certificate as a separate subject.

Please note: A condition of satisfactory academic progress is that the student must obtain at least a grade of 2 in each subject. The grade average in the given subject may not be below 2.00.

Principles of Student Awards

A student may receive praise, an award or a distinction for exemplary conduct, diligence, or outstanding achievement in academic studies, sports, the arts or other areas.

Principles, Forms and Occasions of Commendation

The types and levels of commendation that may be awarded during the academic year are:

- **Commendation:** Subject Teacher / Form Tutor / Deputy Principal / Principal

The following commendations may be awarded at the mid-year or end-of-year assessment meeting:

- **Subject Commendation:** May be awarded at the discretion of the subject teacher for outstanding achievement in a particular subject. At the end of the semester or academic year, the commendation is recorded in the student's certificate, school register and official student record.
- **General Commendation:** May be awarded by decision of the teaching staff to a student who has achieved excellent grades in all subjects, has at least good conduct and demonstrates exemplary diligence. General commendation does not exclude the possibility of receiving a subject commendation. At the end of the semester or academic year, it is recorded in the student's certificate and official student record.

Commendations Awarded in the Secondary School Leaving Examination

- **Subject Commendation:** A student who demonstrates outstanding performance in a particular subject during the Secondary School Leaving Examination may receive a subject commendation from the subject teacher. The commendation is recorded in the official examination report.
- **General Commendation:** A student who achieves an excellent result in all examination subjects may receive a general commendation from the examination board. The form of recognition is a certificate and an entry in the official examination report.

Principles, Forms and Occasions of Awards

- **Award presented at the Graduation Ceremony (Certificate of Recognition and Book Award):** Graduating students who have achieved excellent academic results throughout their entire secondary school education may receive a certificate of recognition and a book award. The certificate includes the student's name followed by the statement: *"has been awarded the title of Outstanding Student of Avicenna International College Hungarian-English Bilingual Secondary School,"* together with a book award.
- **Award presented at the announcement of Secondary School Leaving Examination results (Certificate of Recognition):** Students who receive a commendation from the examination board may be awarded a certificate of recognition.
- **Awards presented at the end-of-year ceremony:**
 - **Certificate of Recognition and Book Award:** May be presented to a student who has achieved excellent academic results at the end of the academic year and has received a general commendation. The certificate includes the student's name followed by the statement: *"has received the commendation of the teaching*

- staff of Avicenna International College Hungarian-English Bilingual Secondary School for outstanding academic achievement,” together with a book award.*
- **Certificate of Recognition and Book Award:** May be presented, based on the recommendation of the Form Tutors and subject teachers and the decision of the Principal, to students who have achieved significant academic, sporting or artistic success during the academic year. The certificate includes the student's name and the achievement, followed by the statement: *“has received the commendation of the teaching staff of Avicenna International College Hungarian-English Bilingual Secondary School,”* together with a book award.
 - **Certificate of Recognition and Book Award:** May be presented to a maximum of three students per academic year, based on the recommendation of the teacher supporting the Student Council, to students who have made an outstanding contribution to the school community during the year. The certificate includes the student's name followed by the statement: *“has received the commendation of the teaching staff of Avicenna International College Hungarian-English Bilingual Secondary School for outstanding community service,”* together with a book award.

Class Representative / Classroom Monitor

The Class Representative (Hetes) is responsible for:

- cleaning the board;
- watering the plants;
- checking the cleanliness and order of the classroom and managing the selective waste bin;
- ventilating the classroom;
- reporting the absence of the subject teacher to the Principal's Office if the teacher has not arrived within 10 minutes after the scheduled start of the lesson;
- assisting the subject teacher with attendance-related administration;
- checking the condition of the classroom at the end of the school day, including the windows, lights and general cleanliness;
- if the designated Class Representatives are unable to perform their duties, the next students on the class register shall take over these responsibilities;
- in the case of group work, the subject teacher shall appoint a student to perform the duties of the Class Representative.

Use of Classrooms

Students shall use classrooms appropriately and take care of the school building and its furnishings and equipment. They must not damage school property. Any damage caused intentionally or through negligence must be compensated to the school.

Protection of School and Personal Property

1. School rooms, facilities, equipment and furnishings must be used appropriately and without causing damage.
2. Any faults or damage noticed must be reported immediately to the school office.
3. If a student causes damage intentionally or through negligence, they must report it to their Form Tutor and compensate the school for the damage. Students who intentionally cause damage may also be subject to disciplinary action in addition to being required to compensate for the damage.
4. Students are personally responsible for taking care of their valuables, money and personal equipment, as the school cannot accept responsibility for such items.
5. The school provides each student with their own lockable locker in which textbooks, school equipment and personal belongings may be stored. The lockers and their keys remain the property of the school, and students are responsible for taking proper care of them. If a locker is damaged or a key is lost, the student shall be financially responsible for the resulting costs.

Rules on Conduct and Behaviour at School

1. Students should greet their teachers, school staff and visitors appropriately according to the time of day.
2. During lessons, the instructions and expectations of the subject teacher shall apply in academic matters. Students must bring the necessary equipment to every lesson and take it home after school. If a student is unable to participate in classroom work because they do not have the required equipment, the subject teacher shall issue a warning. Repeated occurrences may result in disciplinary action. Students are expected to arrive at lessons properly prepared.
3. During lessons and outside lesson times—including before and after school, during breaks and at school events—students must behave in a respectful and orderly manner and must not disturb others in any way. Eating and drinking during lessons is permitted only in justified cases and with the teacher's permission.
4. The following items must not be brought onto any premises covered by these School Rules: drugs, psychotropic substances, cigarettes, lighters, alcohol or playing cards.
5. The consumption of alcoholic beverages is prohibited at school and at school-organised events. Violation of this rule may result in disciplinary action.
6. The use of illegal drugs is prohibited both at school and outside school.
7. Chewing gum is prohibited during lessons.
8. Smoking is prohibited throughout the entire school premises.
9. Formal school attire is compulsory on ceremonial occasions and consists of a white blouse/shirt, dark trousers or a dark skirt, and a school scarf/tie bearing the school logo.
10. Any device or object that may endanger the physical safety of students or school staff, or that may interfere with effective teaching and community activities, is prohibited on

school premises. Items that disrupt lessons, such as mobile phones, may not be used during lessons.

11. Our school is attended by students of various nationalities and cultural backgrounds. Everyone is expected to respect these differences. Any person who attempts to create a hostile atmosphere on the basis of ethnicity, race or religion, or who joins such an initiative, may be subject to immediate disciplinary removal from the school and termination of their student status.
12. Students are expected to conduct themselves in accordance with the school's Code of Ethics.

Accident Prevention and Fire Safety

- Students are required to know and comply with accident prevention and occupational safety regulations. Any accident occurring at school must be reported immediately to the teacher on duty or another member of school staff and to the Principal.
- If an accident occurs outside school, the parent or student must report it to the Form Tutor within 24 hours.
- Fire safety is regulated by the school's Fire Safety Regulations. In the event of a fire or bomb alarm, evacuation shall take place according to the procedure displayed in each classroom.
- The most important fire safety regulations shall be explained to students by their Form Tutor during the first week of September, together with the accident prevention training.
- Accident prevention training shall be provided during Form Tutor, Physics, Chemistry, Biology, ICT and Physical Education lessons during the first week of September. Compliance with accident prevention regulations is compulsory for everyone.

The principles and procedures for preventing, investigating and assessing acts committed by a student in a manner contrary to the school community, or acts threatening such conduct, directed against a teacher or another employee of the educational institution and not falling under criminal or disciplinary proceedings, as well as the measures to be applied, are set out in the school's other regulations.

6. FINAL PROVISIONS

This School Code of Conduct shall enter into force upon its adoption, beginning with the **2026/2027 academic year**. Upon the entry into force of this Code of Conduct, the previous version shall cease to apply.

The Code of Conduct may be reviewed or amended if required by law, or if at least 33% of the members of the community represented by the signatory parties submit a written request to do so. In the absence of such a request, the teaching staff shall review the Code of Conduct annually.

In matters not regulated by this Code of Conduct, the provisions of the school's Organisational and Operational Regulations, as well as the applicable laws and regulations, shall apply.

Knowledge of and compliance with the Code of Conduct are fundamental conditions of belonging to the school community. A student who violates the provisions of the Code of Conduct shall be subject to disciplinary measures, such as a subject teacher's warning, a Form Tutor's warning, or a Principal's warning. In more serious cases, disciplinary sanctions may be imposed, including a decision by the disciplinary committee, temporary suspension of privileges, or dismissal from the school, with or without suspension.

If a student's school status is terminated as a result of violating the provisions of the Code of Conduct, the parent or financial guardian shall have no claim for compensation or reimbursement of tuition or other fees.

APPENDIX 1

Criteria for Assessing Conduct

The assessment of a student's conduct is based on the following criteria:

- behaviour and manner of communication with peers and adults;
- activities carried out within or outside the school that contribute to enhancing the school's reputation and its academic, cultural or sporting achievements;
- sense of responsibility towards themselves, their peers, their work and school equipment and facilities;
- independence and positive initiative.

Excellent (5) Conduct

A student is considered to have excellent conduct if they meet all of the following criteria:

- complies with the School Code of Conduct;
- consciously accepts and fulfils the school's requirements;
- behaves in an exemplary manner towards teachers and fellow students;
- undertakes community responsibilities and performs them responsibly, with outstanding commitment;
- is active and takes initiative in the life of the school community;
- has no disciplinary sanction and has received no more than a subject teacher's warning;
- has no more than 6 unexcused absences.

Good (4) Conduct

A student is considered to have good conduct if they:

- comply with the School Code of Conduct;
- carry out assigned tasks conscientiously;
- have no more than 9 unexcused absences;
- have received no disciplinary sanction more serious than one Form Tutor's warning;
- behave well towards their teachers and fellow students.

Satisfactory (3) Conduct

A student is considered to have satisfactory conduct if they:

- violate the School Code of Conduct;
- display behaviour towards teachers or fellow students that is open to criticism;
- have no more than 19 unexcused absences;
- have received several subject teacher's warnings or a Form Tutor's written warning or reprimand.

Unsatisfactory (2) Conduct

A student is considered to have unsatisfactory conduct if they:

- repeatedly and deliberately violate the School Code of Conduct;
- repeatedly interfere with the work being carried out in the class through their behaviour;
- behave in an exceptionally disrespectful manner towards adults or fellow students and have received a Principal's or teaching staff's reprimand;
- have 20 or more unexcused absences.

Criteria for Assessing Diligence

The assessment of a student's diligence is based on:

- active participation in lessons and school activities;
- academic performance;
- regular independent work outside lessons, such as participation in student groups, clubs and competitions.

Excellent (5) Diligence

A student is considered to demonstrate excellent diligence if they:

- fulfil their academic obligations with effort appropriate to their abilities, or achieve outstanding results in particular subjects or competitions;
- work actively and regularly during lessons;
- significantly improve their academic performance.

Good (4) Diligence

A student is considered to demonstrate good diligence if they:

- fulfil their academic obligations and prepare consistently;
- work reliably during lessons;
- have no more than one or two grades of 3 among their mid-year or end-of-year grades.

Satisfactory (3) Diligence

A student is considered to demonstrate satisfactory diligence if they:

- do not fulfil their academic obligations consistently;
- work irregularly during lessons;
- have no more than one grade of 2 among their mid-year or end-of-year grades;
- significantly decrease their academic performance.

Poor (2) Diligence

A student is considered to demonstrate poor diligence if they:

- regularly fail to fulfil their academic obligations;
- receive a failing grade at the end of the semester or academic year.

APPENDIX 2

Principles and Forms of Student Discipline

The school shall issue disciplinary warnings to students who fail to comply with its internal regulations. The severity of the disciplinary measure shall depend on the extent of the student's failure to fulfil their obligations or their violation of school rules. Warnings and disciplinary measures must not be punitive in a retaliatory sense, humiliating to the student, or infringe upon their personal rights. A decision made by the Form Tutor may be reviewed and overruled by the Principal.

1. Warnings

- **a) Verbal warning:** May be given in cases of indiscipline resulting from negligence or inattention, such as failing to perform the duties of the Class Representative on one occasion, disrupting a lesson, forgetting to provide an absence certificate, being late, failing to bring the required equipment, minor rudeness or impoliteness, etc. This type of

warning may be issued by the subject teacher or the Form Tutor. The student may still receive an Excellent conduct grade.

- **b) Written warning:** Neglect of academic work in a particular subject shall result in a subject teacher's written warning. A warning for a single violation of the School Code of Conduct falls within the authority of the Form Tutor and already carries consequences for the student's conduct grade.

Repeated violation of the School Code of Conduct shall result in a Principal's warning at the next disciplinary level. Deliberate misleading of school staff or causing damage with malicious intent shall result in a Form Tutor's written reprimand and a Satisfactory conduct grade.

2. Disciplinary Sanctions

The procedures governing disciplinary proceedings are set out in the applicable legislation, including **Decree No. 20/2012 of the Ministry of Human Resources (EMMI)**. The Student Council must be involved in the disciplinary procedure.

APPENDIX 3

Code of Ethics

The Code of Ethics sets out the moral, behavioural and aesthetic standards that the school expects all students to observe.

Students of our school are expected to:

- respect their parents, teachers and all adult members of school staff, and respect the human dignity of their fellow students;
- appreciate the work and efforts of others;
- show understanding towards one another, listen to and respect the opinions of fellow students who have different beliefs, religions or ways of thinking, and be helpful towards one another;
- while asserting their own interests, remain mindful of the interests of others and of the community, and strive to reconcile and harmonise differing interests;
- adopt an environmentally conscious and sustainable way of life, support the goals of environmental protection and sustainable development, and make every effort to protect their health;
- be proud of and committed to their school;
- demonstrate good manners, courtesy, appropriate taste and self-control characteristic of respectful and responsible individuals;
- greet their teachers, school staff and visitors appropriately according to the time of day;

- understand that their behaviour outside school reflects not only on themselves but also on their school, and therefore behave appropriately and respectfully outside school as well;
- refrain from littering at school and in the surrounding area, keep their classroom tidy, and leave it after lessons as clean and orderly as it was when they arrived in the morning;
- avoid rude or aggressive behaviour towards their peers and everyone else and refrain from using vulgar or offensive language;
- exercise moderation in their appearance and clothing and avoid ostentatious, excessively conspicuous or extreme clothing and hairstyles. Students are expected to avoid hair colouring, nail polish and excessive make-up;
- refrain from wearing body piercings or other body jewellery, as these may cause accidents.

Budapest, August 28, 2026.

