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**THE HUNGARIAN UNIVERSITY OF AGRICULTURE AND LIFE
SCIENCES
ORGANISATIONAL AND OPERATIONAL REGULATIONS**

**VOLUME III:
STUDENT REQUIREMENTS SYSTEM**

III.1. STUDY AND EXAMINATION REGULATIONS

Annex 5:

**III.1.5. RULES FOR STUDENTS PARTICIPATING IN DUAL
TRAINING**

1 February, 2021

Amended, effective: from 17 February, 2024

Amended: 31 July, 2025, effective: from 1 August, 2025

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I. The scope of the regulations

1. §

- (1) These regulations (hereinafter referred to as the Regulations) shall apply to students who commence their studies in dual bachelor's and master's programs from February 2021, with regard to the completion of dual internships.
- (2) For the purposes of these Regulations:
 - a) **¹Practical training required:** based on training and output requirements, the program also includes at least six weeks of professional training.
 - b) **^{2,3}Dual training:** a form of training in a practice-oriented basic training program in the fields of engineering, arts, information technology, agriculture, natural sciences, or economics, or in a master's program in one of the listed fields of training, in which the program—in accordance with the training and output requirements—contains specific provisions regarding the training period, training methods, teaching hours and assessment of acquired knowledge, and in which practical training takes place within the framework defined by the Dual Study Programme Council (DSPC) at a certified organisation.
 - c) **Professional/dual training place (partner organisation):** a legal entity or economic entity under the Civil Procedure Act that provides higher education vocational training, bachelor's or master's degree programs – based on a cooperation agreement concluded with the higher education institution, on the basis of a student work contract concluded with the student in accordance with Section 44(1)(a) of the NHE Act (NHEL).
 - d) **⁴Internal practice place:** the University's organizational unit capable of providing continuous professional practice.

II. The purpose, training program, schedule, and conditions of dual training

2. §

- (1) ⁵–
- (2) ^{6,7}Students at the Hungarian University of Agriculture and Life Sciences (hereinafter referred to as the University) can participate in dual training in the fields of agriculture, economics, information technology, engineering, and arts.
- (3) ⁸Partner organizations cooperating with the University participate in dual training by providing external practical training sites. Dual training can also be implemented at the University's internal training site. If dual training takes place at an internal training site, instead of a cooperation agreement, the University shall determine and set out in writing the responsibilities of the organizational units responsible for theoretical training and dual

¹Amended by Board of Trustees Resolution No. 8/2024 (II. 16.), effective as of February 17, 2024.

²Amended by Board of Trustees Resolution No. 8/2024 (II. 16.), effective as of February 17, 2024.

³Amended by Senate Resolution No. 144/2025 (VII.31.), effective August 1, 2025.

⁴Enacted by Senate Resolution No. 144/2025 (VII.31.), effective August 1, 2025.

⁵Terminated Senate Resolution No. 144/2025 (VII.31.), effective August 1, 2025.

⁶Amended by Board of Trustees Resolution No. 8/2024 (II. 16.), effective as of February 17, 2024.

⁷Amended by Senate Resolution No. 144/2025 (VII.31.), effective August 1, 2025.

⁸Amended by Senate Resolution No. 144/2025 (VII.31.), effective August 1, 2025.

practical training the rules of cooperation in accordance with Section 16(1) of Government Decree 230/2012. (VIII. 28.) on certain issues related to higher education vocational training and professional practice related to higher education training [hereinafter: Government Decree 230/2012. (VIII. 28.)].

- (4) ⁹The aim of dual training is to provide students with practical knowledge that they can use directly upon entering the labor market, so that they can start working immediately after completing their studies with significant work experience.
- (5) ¹⁰The Senate shall decide on the dual-form programs to be launched at the University following the preparatory process specified in Section 64 (2) of the SER. The Senate's decision shall include a provision on the launch of the given accredited program in dual form, if it is also launched in a foreign language, the languages of instruction, and whether the University will enroll applicants selected by the partner organization who meet the conditions for starting the program in the dual program or transfer them to the dual program if they switch to dual training.
- (6) ¹¹The University must initiate the formal approval of the launch of dual training with the Educational Authority. Applications for dual training are prepared at university level by the Dual and Practical Training Department of the Educational Directorate (hereinafter: ED-DPTD), in cooperation with the Training Coordination Department of the Educational Directorate and the institute managing the training.
- (7) The Dual Study Programme Council (hereinafter referred to as DSPC) decides on the classification of bachelor's or master's degree programs that can be pursued in a dual training format at the University, based on a dual training agreement concluded between the higher education institution and the partner organization.
- (8) ¹²The DSPC's certification decision must always precede the planned start of training.
- (9) ¹³-
- (10) ¹⁴-
- (11) For dual-form programs, the University shall conclude a cooperation agreement with partner organizations or institutions based on the current model cooperation agreement.
- (12) ¹⁵The mandatory content elements of the cooperation agreement and the student employment contract shall be governed by the provisions of Sections 16 and 18 of Government Decree 230/2012. (VIII. 28.).
- (13) The partner organization must have an Agreed Dual Training Program (hereinafter referred to as ADTP) for practical training, developed jointly with the higher education institution.
- (14) ¹⁶The partner organization trains students according to its own needs, based on the ADTP, and supplements the students' institutional training with its practical training program. However, when developing the ADTP, the specific characteristics of the training areas must be taken into account.

⁹Amended by Senate Resolution No. 144/2025 (VII.31.), effective 1 August, 2025.

¹⁰Amended by Senate Resolution No. 144/2025 (VII.31.), effective 1 August, 2025.

¹¹Amended by Senate Resolution No. 144/2025 (VII.31.), effective 1 August, 2025.

¹²Amended by Senate Resolution No. 144/2025 (VII.31.), effective 1 August, 2025.

¹³Repealed by Senate Resolution No. 144/2025 (VII.31.), effective 1 August, 2025.

¹⁴Repealed by Senate Resolution No. 144/2025 (VII.31.), effective 1 August, 2025.

¹⁵Amended by Senate Resolution No. 144/2025 (VII.31.), effective 1 August, 2025.

¹⁶Specified in Board of Trustees Resolution No. 8/2024 (II. 16.), effective as of 17 February 17, 2024.

- (15)¹⁷ Alongside curriculum changes, changes affecting the ADTP are prepared by the institute responsible for the program and agreed upon with the partner organization.
- (16)¹⁸ In dual training programs, the training period is the same as the training period specified in the training and output requirements of traditional bachelor's and master's degree programs.
- (17)¹⁹ In dual basic training, the training period is the same as in traditional training, i.e. 4 semesters in the master's program, during which students spend 26 weeks per academic year at the University and 22 weeks at the training site. The time spent by the student at the dual training workplace must be at least 75% of the days of the academic period. This ratio must be met for the entire training period, with the provision that each theoretical phase must be followed by a practical phase, or two in justified cases.
- (18)²⁰ Pursuant to Government Decree 230/2012 (VIII. 28.), in the case of dual training implemented on the basis of an agreement concluded with an external professional training site, the part of the professional training carried out at the University shall also be considered as training carried out at the premises of the external professional training site.
- (19) The institutional part of the dual training model curriculum must correspond to 90% of the content of the non-dual training model curriculum, with the 10% difference only being possible through the replacement of certain practical parts on the company side.
- (20)²¹ Detailed schedules for dual training must be determined for each major, taking into account the academic calendar, and must be published on the University's website for students.
- (21)²² -
- (22)²³ Official communication between the training site and the University is the responsibility of the ED-DPTD.

III. Rules for the registration and record-keeping of dual training places

3. §

- (1) ²⁴ -
- (2) ²⁵ -
- (3) ²⁶ -

¹⁷ Amended by Senate Resolution No. 144/2025 (VII.31.), effective 1 August, 2025.

¹⁸ Amended by Board of Trustees Resolution No. 8/2024 (II. 16.), effective as of 17 February, 2024.

¹⁹ Amended by Senate Resolution No. 144/2025 (VII.31.), effective 1 August, 2025.

²⁰ Amended by Board of Trustees Resolution No. 8/2024 (II. 16.), effective as of 17 February, 2024.

²¹ Amended by Senate Resolution No. 144/2025 (VII.31.), effective 1 August, 2025.

²² Repealed by Senate Resolution No. 144/2025 (VII.31.), effective 1 August, 2025.

²³ Enacted by Senate Resolution No. 144/2025 (VII.31.), effective 1 August, 2025.

²⁴ Repealed by Senate Resolution No. 144/2025 (VII.31.), effective August 1, 2025.

²⁵ Repealed by Senate Resolution No. 144/2025 (VII.31.), effective August 1, 2025.

²⁶ Repealed by Senate Resolution No. 144/2025 (VII.31.), effective August 1, 2025.

IV. Selection and administration of dual training places

4. §

- (1) ²⁷The dual training location is chosen by the applicant/student. Dual training can begin if the student still has more than half of their training period left. It is possible to apply to several companies at the same time, in which case the applicant must participate in the admission procedure organized by the dual partner organization. If the applicant is successful in the admission procedure at several companies, they choose the one that suits them best.
- (2) ²⁸Details of the dual partners' admission procedure (date, location, method, contact options, etc.) will be announced on the partner organization's website and on the University's website.
- (3) Students may only enter into student employment contracts with partner organizations based in Hungary that have a cooperation agreement with the University and are registered with the Education Office.
- (4) ²⁹During the dual training program, students may complete their dual training at the partner organization specified in their student employment contract. The dual training location may only be changed if the University has another dual partner organization that has free (unfilled) student capacity in the given dual bachelor's or master's program and agrees to accept the student. The dual training placement may only be changed in line with the institutional semesters and after the required student report has been completed. It is not possible to change the placement during the semester. A further condition for changing the placement is a successful admission procedure at the receiving partner organization.
- (5) ³⁰In the event of a change in the place of internship, students are required to report any changes related to their student work contract to the campus study department by 30 August in the fall semester and 30 January in the spring semester at the latest.

V. Conditions for participation in dual training

5. §

- (1) Students may begin their studies in the dual training program if all of the following conditions are met:
 - a) ³¹admitted to a bachelor's or master's degree program that also offers a dual form of study;
 - b) established student status;
 - c) registered for an active semester;
 - d) ³²signed a student employment contract with a dual partner organization or internal training site, and
 - e) applied to the University for classification into dual training.

²⁷Amended by Senate Resolution No. 144/2025 (VII.31.), effective 1 August, 2025.

²⁸Amended by Senate Resolution No. 144/2025 (VII.31.), effective 1 August, 2025.

²⁹Specified by Senate Resolution No. 144/2025 (VII.31.), effective as of 1 August, 2025.

³⁰Amended by Senate Resolution No. 144/2025 (VII.31.), effective 1 August, 2025.

³¹Specified by Senate Resolution No. 144/2025 (VII.31.), effective as of 1 August, 2025.

³²Amended by Senate Resolution No. 144/2025 (VII.31.), effective 1 August, 2025.

- (2) ³³Both state-funded and self-funded students can participate in dual training, but in the case of self-funded students, the partner organization/internal training site is not eligible for the contribution discount.
- (3) ³⁴In addition to first-year undergraduate and master's students already enrolled at the University, other students (in programs also advertised as dual programs) also have the opportunity to apply for dual training, provided that the student continues more than half of the training period in dual training in this case as well. In the case of dual training, the student's employment contract is valid for the entire duration of the dual training, starting from the semester in which the dual training begins.
- (3a) ³⁵Notwithstanding paragraph (3), training conducted in dual form shall also include training during which the student's employment contract was terminated by the employer during the state of emergency declared by Government Decree 40/2020. (III. 11.) on the declaration of a state of emergency (hereinafter: state of emergency), provided that the requirements for the student's participation in dual training were met during the period outside the state of emergency.
- (3b) ³⁶With the agreement of the higher education institution and the professional training site, the student may suspend their studies in dual form for a maximum of one semester, with the exception of the last semester, provided that the student continues to complete more than half of the semesters of the training period in dual training.
- (4) At the dual training site, students may perform work on the basis of a student employment contract concluded with the training site. The term "employee" refers to the student, the term "employer" refers to the training site providing the professional training, and the term "employment relationship" refers to the employment relationship established on the basis of the student employment contract.
- (5) ³⁷Based on Government Decree 230/2012 (VIII. 28.), student employment contracts between the partner organization (in the case of internal internships, the University) and the student must be concluded by September 30 in the fall semester and by February 28 in the spring semester.
- (6) The sample contract published on the University's website may be used as a student employment contract.
- (7) ³⁸As a general rule, students are required to complete their dual practical training periods at the partner organization/internal training site with which they have signed a student employment contract. In the case of a partner organization with multiple member companies/sites, the place of work may be not only the headquarters of the partner organization, but also any of its member companies/sites, but this must be specified in the cooperation agreement. On an ad hoc and supplementary basis, the partner organization may provide remote work/absence work opportunities.

³³Amended by Senate Resolution No. 144/2025 (VII.31.), effective 1 August, 2025.

³⁴Amended by Board of Trustees Resolution No. 8/2024 (II. 16.), effective as of 17 February 17, 2024.

³⁵Incorporated by Board of Trustees Resolution No. 8/2024 (II. 16.), effective as of 17 February, 2024.

³⁶Incorporated by Board of Trustees Resolution No. 8/2024 (II. 16.), effective as of 17 February, 2024.

³⁷Amended by Senate Resolution No. 144/2025 (VII.31.), effective 1 August, 2025.

³⁸Amended by Senate Resolution No. 144/2025 (VII.31.), effective 1 August, 2025.

- (8) ³⁹In the case of students participating in dual training, a maximum of one semester of internship abroad may be permitted, provided that the partner organization/internal training site can provide this to the student in the form of unpaid leave.
- (9) With regard to work performed within the framework of dual training, the rights and obligations of the professional training site (as employer) and the student (as employee) are set out in the student employment contract.

VI. Completion and evaluation of dual internships

6. §

- (1) During the institutional and practical stages of dual training, the laws applicable to students, the university's internal rules, and the workplace's regulations all apply with regard to student rights and obligations.
- (2) ⁴⁰Students participating in dual training usually complete their academic period together with other (non-dual) students at the University (institutional phase). They then participate in the education and practice in the company phase (company/partner organization/practice phase). In addition, it is possible to complete additional company practice time in the “free” time available to the student during the academic period, without violating the curriculum and institutional presence.
- (3) Dual practical periods can be organized differently from the academic year schedule and during teaching breaks.
- (4) The student is required to complete the internship at the contracted internship location(s). The student records his/her presence at the internships on an attendance sheet maintained at the internship location.
- (4a) ⁴¹The student's practical work at the partner organization is managed and evaluated by a professional mentor based on a detailed practical training plan developed before the start of the current semester. The tasks recorded in the practical training plan are specific to the internship site and are determined by the internship site, striving to ensure that the practical tasks and knowledge of the given semester complement the knowledge learned at the University.
- (4b) ⁴²Dual students with full-time work schedules can combine their university studies and work by taking advantage of a preferential study schedule.
- (5) ⁴³The student is entitled to remuneration as detailed in the student employment contract throughout the entire period of training (including the period of institutional stages). The remuneration is at least 65% of the mandatory minimum wage (minimum wage). The remuneration is paid by the professional training place, and payment of the remuneration cannot be transferred to another person. In dual training, the remuneration obligation also applies to budgetary bodies. Providing other benefits in addition to the mandatory remuneration is not mandatory, but they may be provided based on the employer's decision,

³⁹Amended by Senate Resolution No. 144/2025 (VII.31.), effective from 1 August, 2025.

⁴⁰Amended by Board of Trustees Resolution No. 8/2024. (II. 16.), effective from 17 February, 2024.

⁴¹Incorporated by Senate Resolution No. 144/2025 (VII.31.), effective from 1 August, 2025.

⁴²Incorporated by Senate Resolution No. 144/2025 (VII.31.), effective from 1 August, 2025.

⁴³Amended by Senate Resolution No. 144/2025 (VII.31.), effective from 1 August, 2025.

as stipulated in the employment contract. Dual students are entitled to 20 days of basic leave per calendar year at their workplace.

- (6) Absence from the internship is possible in justified cases, with a medical certificate and/or the employer's prior consent.
- (7) In the event of more than the permitted number of unexcused absences, serious disciplinary violations, work-related misconduct, and other omissions attributable to the student, the completion of the internship cannot be accepted.
- (8) ⁴⁴The student is required to document the experiences gained during the internship in the form and manner prescribed for the given major or internship (e.g. written report/internship log/work log/progress log/portfolio/project assignment, etc.) and send it to the ED-DPTD office operating on the campus competent for his/her studies by the prescribed deadline.
- (9) The practical documentation is evaluated jointly by the subject manager/subject coordinator and the dual and practical training office operating on campus. In the evaluation, the evaluation of the professional mentor of the practical training place must be taken into account when evaluating the subjects listed in the ADTP. This fact and the subject and aspects of the evaluation must also be recorded in the subject topics.
- (10) In order to ensure the quality of dual training, the partner organisation and the student must prepare an evaluation every six months based on the template in the White Book on Higher Dual Training.

(https://www.oktatas.hu/pub_bin/dload/felsooktatas/dualis_kepzes/A_Felsofoku_Dualis_Kepzes_Feher_Konyve.pdf).
- (11) ⁴⁵Both the student and the company may withdraw from the dual training form without obligation, in accordance with the legal provisions regarding the termination of the employment contract. In this case, the student may continue his/her undergraduate or master's studies in the traditional, non-dual form. The student must apply for reclassification to the traditional training according to the rules prescribed in Appendix 4 of the SER: Application and application management. The agreement on the termination of the student's employment contract must be attached to the application.
- (12) Based on Government Decree 87/2015. (IV.9.), the diploma of students who have participated in dual training and are entitled to a diploma must include a clause regarding the professional qualification acquired in dual training.

VI. Final provisions

7. §

- (1) ⁴⁶The amendment of these Regulations was initiated by the Senate of the Hungarian University of Agriculture and Life Sciences with its resolution no. 1/2024 (II.07.) at the Maintainer. The amendment of these Regulations was accepted by the Board of Trustees of the Foundation for the Hungarian University of Agriculture and Life Sciences, as the Maintainer, with its resolution no. 8/2024 (II.16.) on 16 February, 2024. The amendments are effective from the day following the adoption of the resolution.

⁴⁴Amended by Senate Resolution No. 144/2025 (VII.31.), effective from 1 August, 2025.

⁴⁵Amended by Senate Resolution No. 144/2025 (VII.31.), effective from August 1, 2025.

⁴⁶Incorporated by Board of Trustees Resolution No. 8/2024. (II. 16.), effective from February 17, 2024.

- (2) These Regulations were amended by the Senate of the Hungarian University of Agricultural and Life Sciences with Resolution No. 144/2025 (VII.31.) adopted on July 31, 2025. The amendments will enter into force on 1 August, 2025.

Gödöllő, 31 July, 2025

Dr. Csaba Gyuricza
Rector, President of the Senate