



K R E

Károli Gáspár University
of the Reformed Church in Hungary



GUIDE FOR ERASMUS STUDENTS

ACADEMIC YEAR
2020/21

www.kre.hu/english

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Legal Name of Institution

KÁROLI GÁSPÁR UNIVERSITY
OF THE REFORMED CHURCH IN HUNGARY

Erasmus code: HU BUDAPES10 | PIC code: 950913505

Institutional Erasmus coordinator

Ms. Ildikó Anna TÓTH

Tel: +36-1-455-9061

e-mail: toth.ildiko.anna@kre.hu;
erasmus@kre.hu

Contact Details

Postal address: Erasmus Office
1091 Budapest,
Kálvin square 9.
HUNGARY

**Erasmus administrator
(Incoming Students)**

Ms. Sarolta ZALÁN

Tel: +36-1-455-9061

e-mail: erasmus@kre.hu

Autumn semester deadlines

Nomination deadline: **30th April**

Application deadline: **30th May**

Spring semester deadlines

Nomination deadline: **10th November**

Application deadline: **10th December**

Website: <http://www.kre.hu/english/>

Course offer for exchange students

www.kre.hu/english/erasmus-courses

Academic Calendar

www.kre.hu/english/academic-calendar

**OPENING HOURS
FOR INCOMING
ERASMUS STUDENTS**

Wednesday from 13:00 to 15:00

Friday from 10:00 to 12:00



FACULTIES AND LOCATIONS

The buildings of KRE are located around Budapest. Here you can find the address of your faculty and the departments.

Please note, that courses can take place not only in the building where your department is located. The final location of the courses will be available in the online system (Neptun) when you register for the courses after arrival.

ERASMUS OFFICE

1091 Budapest, Kálvin tér 9., District 9
Room 14 (Rector's Office)



- Learning Agreement (signature, discussion)
- Certificate of arrival/departure
- Extension of stay
- Dormitory issues

FACULTY OF LAW

1042 Budapest, Viola u. 2-4., District 4



- Law
- International Relations
- Economics
- Human Resources
- Registrar's Office of the Faculty (student ID, verification of student status - Mr. Sándor Orovecz, orovecz.sandor@kre.hu)

FACULTY OF HUMANITIES AND SOCIAL SCIENCES (REVICZKY BUILDING)

1088 Budapest, Reviczky utca 4., District 8



- Oriental Studies
- Philosophy, Arts, Humanities
- German and Dutch Studies
- Sociology, Social Sciences
- Communication
- Registrar's Office of the Faculty (Room 121 – student ID, verification of student status - Ms. Mónika Szuhai (szuhai.monika@kre.hu) and Ms. Edina Magyar (magyar.edina@kre.hu))
- Bod Péter Library

D25 BUILDING

1146 Budapest, Dózsa György út 25-27.
District 14



- Teacher Training (NOT primary education or kindergarden)
- English Studies
- History
- Hungarian language, literature and culture
- Sport courses (not all of them)

BÉCSI ÚT BUILDING

1037 Budapest, Bécsi út 324., District 3



- Psychology

FACULTY OF TEACHER TRAINING

1042 Budapest, Árpád út 161-163., District 4



- Primary education
- Kindergarden teacher
- Registrar's Office of the faculty (student ID, verification of student status - tanosztbp@kre.hu)

FACULTY OF SOCIAL STUDIES AND HEALTH SCIENCES

1042 Budapest, Viola u. 3., District 4



- Social Work
- Registrar's Office of the faculty (student ID, verification of student status - Ms. Mónika Orosz, orosz.monika@kre.hu)

FACULTY OF THEOLOGY

1022 Budapest, Csopaki utca 6., District 2



- Theology
- Registrar's Office of the faculty (student ID, verification of student status - Ms. Gyöngyi Flórik, florik.gyongyi@kre.hu)

ERASMUS COORDINATORS

The Faculty and Departmental Coordinators should be contacted regarding academic matters only, unless directed otherwise in individual cases.

Faculty of Law

Mr. Sándor OROVECZ

Faculty Erasmus Coordinator and Registrar's Office

Postal Address: H-1042 Budapest, Viola utca 2-4.

Telephone: +36 1 370 8601/110 (ext.)

Fax: +36 1 370 8601/109 (ext.)

E-mail: orovecz.sandor@kre.hu

Faculty of Humanities and Social Sciences

Faculty Erasmus Coordinator

Dr. Judit NAGY

Postal Address: H-1088 Budapest, Reviczky utca 4.

Telephone: +36 1 483 2906

E-mail: nagy.judit@kre.hu

Assistant to the Faculty Coordinator

Ms. Dóra TÓTH

Telephone: +36 1 483-2861

E-mail: toth.dora@kre.hu

Faculty of Teacher Training

Faculty Erasmus Coordinator

Mr. Attila MÓCZA

Postal Address: H-2750 Nagykőrös, Hősök tere 5.

E-mail: mocza.attila@kre.hu

Faculty of Social Studies and Health Sciences

Erasmus Coordinator

Mr. Péter TÖRÖK

Postal Address: 1042 Budapest, Viola u. 3

E-mail: torok.peter@kre.hu

Faculty of Theology

Faculty Erasmus Coordinator

Dr. Miklós KOCSEV

Postal Address: H-1092 Budapest, Ráday utca 28.

Telephone: +36 1 218 0266/216 (ext.)



INFORMATION FOR ERASMUS INCOMING STUDENTS AND APPLICATION FORMS

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www.kre.hu/english/application-procedure

REGISTRAR'S OFFICES

Faculty of Law

Mr. Sándor OROVECZ

Faculty Erasmus Coordinator and Registrar's Office

Postal Address: H-1042 Budapest, Viola utca 2-4.

Telephone: +36 1 370 8601/110 (ext.)

Fax: +36 1 370 8601/109 (ext.)

E-mail: orovecz.sandor@kre.hu

Faculty of Humanities and Social Sciences

Registrar's Office

Ms. Mónika SZUHAI

Students from the EU

and scholarship holders

Address: H-1092 Budapest,

Reviczky u. 4., room 121

Telephone: +36 1 483 2875

E-mail: szuhai.monika@kre.hu

Ms. Edina MAGYAR

non-EU students

Address: H-1092 Budapest,

Reviczky u. 4., room 121

Telephone: +36 1 483 2901

E-mail: magyar.edina@kre.hu

Faculty of Teacher Training

Registrar's Office

Postal Address: H-1042 Budapest, Árpád út 161-163.

E-mail: tfk.tanosztbp@kre.hu

Faculty of Social Studies and Health Sciences

Registrar's Office

Ms. Mónika OROSZ

Postal Address: 1042 Budapest, Viola u. 3

E-mail: orosz.monika@kre.hu

Faculty of Theology

Registrar's Office

Ms. Gyöngyi FLÓRIK

Address: H-1022 Budapest, Csopaki u. 6.

Telephone: (+36 1) 217-0266/217

E-mail: florik.gyongyi@kre.hu

The Registrar's Office should be contacted regarding Neptun registration problems and the temporary student card and verification of active student status.

DEPARTMENTAL ERASMUS COORDINATORS ON FACULTY OF HUMANITIES AND SOCIAL SCIENCES

Department of Communication and Media Studies

Departmental Coordinator

Dr. György SZONDI

Postal Address: H-1088 Budapest, Reviczky u. 4.

E-mail: szondi.gyorgy@kre.hu

Department of Netherlandic Studies

Departmental Coordinator

Dr. Júlia Albertné BALÁZSI

Postal Address: H-1088 Budapest, Reviczky u. 4.

E-mail: albert.julia@kre.hu

Institute of English Studies

Departmental Coordinator

Dr. Ágnes KIRICSI

Postal Address: H-1146 Budapest,
Dózsa György str. 25-27.

E-mail: kiricsi.agnes@kre.hu

Department of General Humanities (Philosophy)

Departmental Coordinator

Dr. István PÁSZTORI-KUPÁN

Postal Address: H-1088 Budapest,
Reviczky utca 4.

E-mail: mcpasztori@yahoo.com

Department of Theatre Studies (Arts Studies)

Dr. Adrienn GULYÁS

Postal Address: H-1088 Budapest,
Reviczky u. 4.

E-mail: gulyas.adrienn@kre.hu

Judit MUDRICZKI

Postal Address: H-1088 Budapest,
Reviczky u. 4.

E-mail: mudriczki.judit@kre.hu

Department of German Language and Literature

Departmental Coordinator

Dr. László KLEMM

Postal Address: H-1088 Budapest,
Reviczky utca 4.

E-mail: klemm.laszlo@kre.hu

Teacher Training Centre

Departmental Coordinator

Dr. Judit PAZONYI

Postal Address: H-1146 Budapest,
Dózsa György út 25-27.

E-mail: pazonyi.judit@kre.hu

Institute of History

Departmental Coordinator

Emőke HORVÁTH

Postal Address: H-1146 Budapest,
Dózsa György út 25-27.

E-mail: horvath.emoke@kre.hu

Department of Hungarian Linguistics

Departmental Coordinator

Dr. Nóra CSONTOS

Postal Address: H-1146 Budapest,
Dózsa György út 25-27.

E-mail: csontos.nora@kre.hu

Department of Hungarian Literature

Departmental Coordinator

Dr. István László GÉHER

Postal Address: H-1146 Budapest,
Dózsa György út 25-27.

E-mail: geheril@yahoo.com

Institute of Psychology

Departmental Coordinator

Judit SZABÓ

Postal Address: H-1037 Budapest,
Bécsi út 324.

E-mail: szabo.judit1@kre.hu

Department of Sociology

Departmental Coordinator

Dr. Emese BÍRÓ

Postal Address: H-1088 Budapest,
Reviczky utca 4.

E-mail: biro.emese@kre.hu

Department of Oriental Languages and Cultures (Japanese)

Departmental Coordinator

Márton SZEMEREY

Postal Address: H-1088 Budapest,
Reviczky uca 4.

E-mail: mszemerey@gmail.com

OK, BUT WHOM SHOULD I CONTACT?

BEFORE ARRIVAL

Erasmus students should contact the Incoming Coordinator on erasmus@kre.hu. A few weeks before your arrival you will also be contacted by your Erasmus Buddy, a student of KRE, who will help you in everyday integration.

UPON ARRIVAL

Prior to the first week of the study period, an orientation week will be organized that aims to provide you with all necessary information connected to your studies at KRE and your stay in Hungary (e.g. general information, Erasmus administrative tasks and procedures, Neptun System training etc.). Therefore we expect all international students to be present during the whole week.

After the first meeting please stick to the following procedure:

1. Regarding all **everyday life problems** and **university infrastructure questions** (e.g. you are still not sure how to use the Neptun system, you can't find your timetable or your classroom etc.) you should contact **your Erasmus Buddy**
2. Regarding all Erasmus-related issues you should contact: erasmus@kre.hu (e.g. Learning Agreement, Certificate of Attendance, Transcript of Records etc.)
3. Regarding **Neptun registration problems** and the **temporary student card** you should contact the **Registrar's Office** of your hosting Faculty (see them on page 7).



ACCOMMODATION

Erasmus students should be aware that it is **their responsibility** to find **accommodation** for the duration of their stay.

Concerning the accommodation possibilities, we kindly inform you that our dormitories have a limited number of rooms available. Therefore, it is advisable to look for accommodation individually. The following websites offer flats/rooms for foreign students:

<http://www.budapesthostel.com/>
<http://www.srs-budapest.hu/index.php?page=open&lang=en>
<http://www.apartmentsofbudapest.com/>

Students applying for a dormitory place are advised to make an early request.

Applications should be submitted by email to erasmus@kre.hu as soon as possible, but no later than 30th May for the autumn

semester and full academic year and 10th December for the spring semester.

International students with a solid reason to apply can be considered for the following residence halls:

Bethlen Gábor Student Residence Hall

Address: H-1116 Budapest,
Temesvár u. 16-18.
Tel.: + 36 1 203 23 84

Óbuda's Student Hostel

Address: 1037 Budapest,
Nagymihály street 1-9 (Kunigunda útja 25)
Tel.: +36 30 183 9230

FURTHER INFORMATION ON ACCOMMODATION AND USEFUL LINKS:

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<https://english.kre.hu/index.php/information-for-international-students/living-in-hungary/housing-accommodation.html>

ENTRANCE REQUIREMENTS

Application process

NOMINATIONS

In order to study at KRE as an Erasmus student, you will need the following:

1. a nomination by your home university (by the Erasmus coordinator at your home institution) to the International Office at KRE (erasmus@kre.hu) that contains the following data:

1. Erasmus+University code of the sending institution (e.g. HU BUDAPES10)
2. Family name
3. First name
4. Valid e-mail address
5. Erasmus subject area code
6. Duration of stay

2. a confirmation email from KRE explaining how to apply and what documents you need

Nomination deadlines:

Autumn semester / full academic year:
30th April

Spring semester:
10th November

APPLICATIONS

Full description of the application process can be found on this page:

<https://english.kre.hu/index.php/information-for-international-students/erasmus/erasmus-incoming.html>

Step 1: Fill the survey on the website above with your data.

Step 2: send the following documents to erasmus@kre.hu:

- Transcript of records in English of your studies so far
- Language proficiency certificate or at least B2 language level of the language of instruction (complex oral and written exam; officially proved by the Foreign Language Lectorate of the home university)
- Motivation letter in English
- Learning Agreement
- Passport photo
- Scanned ID document
- Declaration of Honour

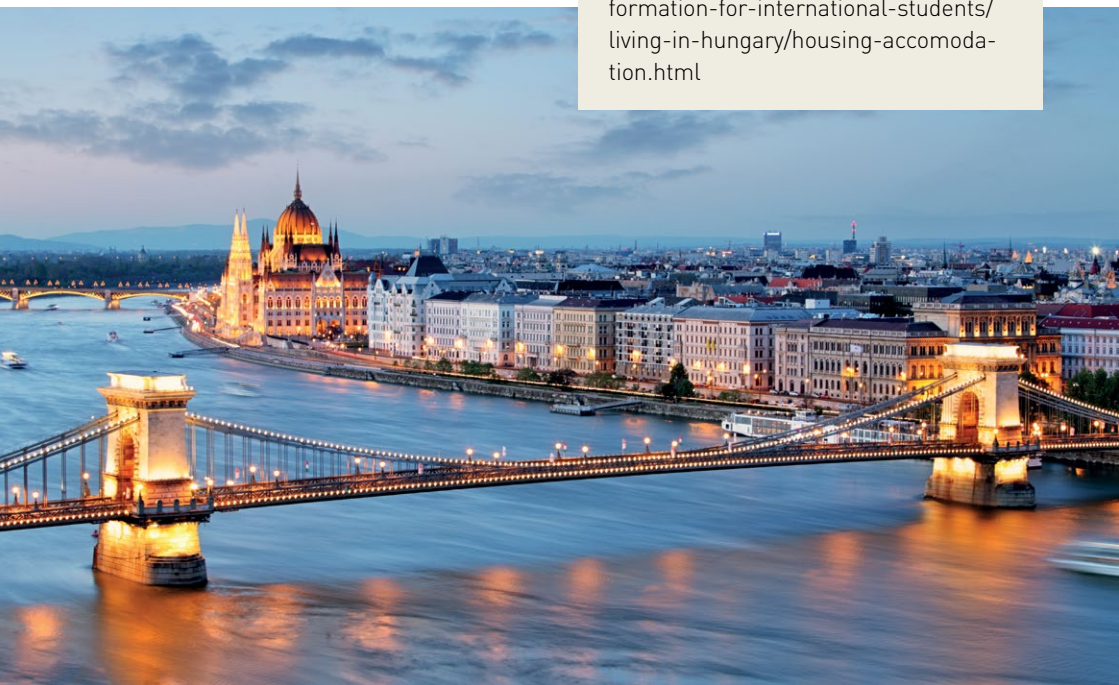
Application deadlines:

Autumn semester / full academic year:
30th May

Spring semester:
10th December

ACCEPTANCE LETTERS

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After sending all the documents, Károli Gáspár University will send an Acceptance Letter and the signed Learning Agreement to the student. The application documents should be sent via email only.



LANGUAGE REQUIREMENTS

ENTRANCE REQUIREMENTS

Erasmus students should have a sufficient knowledge of English, since most of the courses are taught in English. They are required to provide a language proficiency certificate of at least B2 level (complex oral and written exam), officially proved by the Foreign Language Lectorate of the home university.

Hungarians living outside Hungary or students with a proficient knowledge of Hungarian are not required to provide a language proficiency certificate. They are allowed to hand in their motivation letter in Hungarian and are not expected to have a B2 level command of English unless they wish to select courses that are taught in English.

LANGUAGE LEARNING AT KRE

Károli University offers several English-language courses that have been designed for Erasmus students. In addition, Hungarian language courses (beginner and lower intermediate level) are available free of charge for the incoming students during their Erasmus stay at our institution. As the launching of new courses is dependent on the number of students interested, signaling interest in the courses is very much appreciated.

The Foreign Language Lectorate, located in the building of the Faculty of Humanities (1088 Budapest, Reviczky utca 4.) offers multiple language courses at a favorable price. Usually the following language courses are offered: English, German, French, Finnish, Norwegian, Italian, Portuguese, Spanish, Russian and Chinese.

If launched, the courses of the Foreign Language Lectorate are to be registered in the electronic registering system (NEPTUN). **Students should be aware that the language of foreign language teaching at beginner level is Hungarian.** For that reason, elementary courses require a firm knowledge of Hungarian and primarily target Hungarians living outside Hungary.



For further information regarding **foreign language courses** please visit our **English site**: <https://english.kre.hu/index.php/information-for-international-students/language-courses.html> or the site of the **Foreign Language Lectorate**: <http://www.kre.hu/portal/index.php/home/szervezeti-egyseg/idegen-nyelvi-lektoratus.html>

ACADEMIC CALENDAR

Each academic year comprises two semesters consisting of a term period and an examination period. In each semester, the term period is preceded by the Orientation Week.

Erasmus students are expected to participate in the Orientation Week, where they will receive information regarding the procedures upon arrival in Hungary.

WINTER SEMESTER:

Orientation Week:
7-11 September 2020

Term period:
7 September 2020 - 19 December 2020

Exam period:
19 December 2020 - 6 February 2021

SPRING SEMESTER:

Orientation Week:
8-12 February 2021

Term period:
8 February 2021 - 22 May 2021

Exam period:
25 May 2021 - 3 July 2021

INSTITUTIONAL GRADING SYSTEM / ECTS

Exchange students at Károli Gáspár University of the Reformed Church in Hungary are evaluated based on the European ECTS Grading Scale which is almost equivalent to the five-scale grading system used in Hungary.

Local Grading	Equivalent ECTS Grading
5 – jeles Excellent	A – Outstanding performance with only minor errors
4 – jó Good	B – Above the average standard but with some errors
3 – közepes Satisfactory	C – Generally good work with a number of notable errors
2 – elégséges Pass / Sufficient	D/E – Passable performance, meeting the minimum criteria
1 – elégtelen Fail (no credit)	F – Considerable further work is required

Further information is available in the academic calendar
<https://english.kre.hu/index.php/information-for-international-students/academic-calendar.html>

COURSES FOR ERASMUS STUDENTS

The courses offered for Erasmus students are listed according to Faculties at the Erasmus webpage of KRE:

www.kre.hu/english/erasmus-courses

Handing in the Learning Agreement **in due time** is of particular importance as it allows us to make preparatory actions and arrangements for the launching of the course or to offer alternatives.

Hungarians living outside of Hungary can theoretically select any course from the course offer of their host Faculty provided that their **previous studies and knowledge** qualify them for taking the course. They are also expected to consult with the Erasmus

Departmental Coordinator regarding the courses they wish to study **when filling in the Learning Agreement**. We do our best to make the necessary arrangements beforehand in order to avoid handling individual wishes upon arrival.

Upon arrival, you will get all the help needed to register and modify your courses in the electronic registering system (NEPTUN) during the Orientation Week. As an Erasmus student, you are required to accomplish a certain number of ECTS credits determined by your sending institution. However, we recommend that you leave some room for flexibility and take on more credits than the minimum amount required.

RESIDENCE PERMIT

Foreign students coming to Hungary are expected to inform themselves about the conditions to enter and reside in Hungary prior to their arrival.

To investigate visa policies between your home country and Hungary, we highly recommend the website and search tool of the Office of Immigration and Nationality. Details and the application form can be accessed at the website (<http://www.bmbah.hu/jomla/index.php?lang=en>).

Students travelling to Hungary from countries with visa requirement **are expected to obtain the visa before their departure at the Hungarian Embassy of their home country.**

Citizens of EU and EEA member states (and of certain non-EU and non-EEA countries) may travel to Hungary without visa. Nevertheless, **if the duration of stay exceeds 90 days, they must submit an Application for**

residence permit for the purpose of studies in person at the Office of Immigration and Nationality.

After granting student status, the Registrar's Office issues a (temporary) student card valid for the period of study. This student card entitles the student to reductions in travel and cultural events costs.

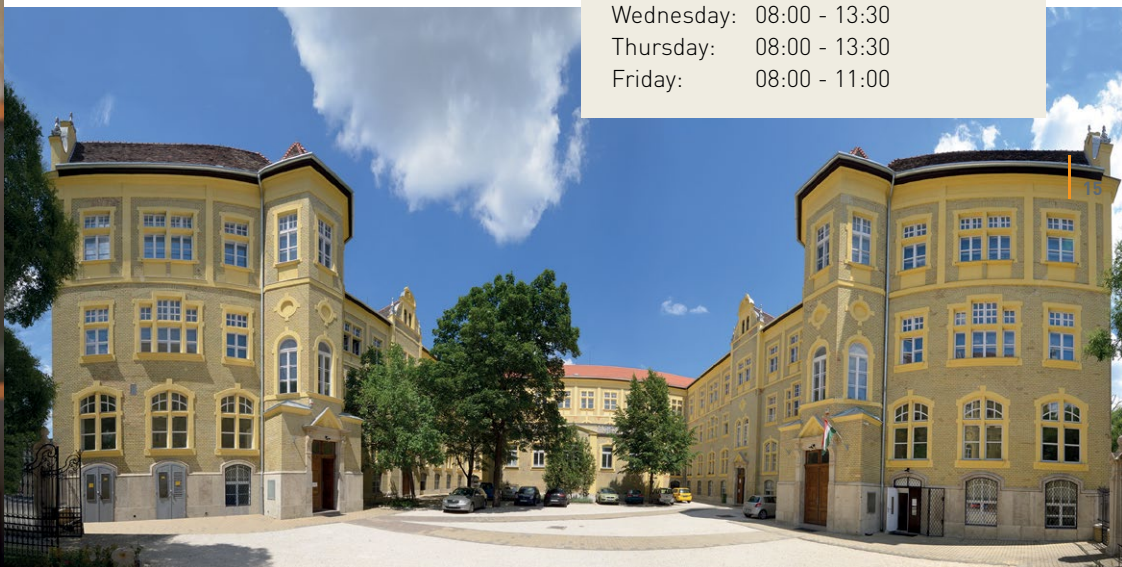
Please note that from 11 August 2014 all applications (including residence permit for the purpose of study, renewal, replacement, exchange of residence permit, registration card for EEA Nationals) can only be submitted at Branch Office No. V. located at **H-1135 Budapest, Szegedi út 35-37., ground floor**

NATIONAL / LOCAL HOLIDAYS

National Holiday:	23 October
Reformation Day:	31 October
All Soul's Day:	1 November
Christmas:	25-26 December
New Year's Day:	1 January
National holiday:	15 March
Good Friday:	2 April
Easter Monday:	5 April
Labour Day:	1 May
Ascension Day:	13 May
Whit Monday:	24 May
National holiday:	20 August

OFFICE HOURS IMMIGRATION OFFICE

Monday:	07:00 - 13:30
Tuesday:	12:00 - 18:00
Wednesday:	08:00 - 13:30
Thursday:	08:00 - 13:30
Friday:	08:00 - 11:00



TEMPORARY STUDENT CARD

As an Erasmus student you will be entitled for a temporary student card. It will be issued a few week after your registration at the university. This student card entitles the student to reductions in travel and cultural events costs.

The **Registrar's Office of your Faculty** is going to inform you once it is ready and you will be able to take it from their office personally.

Please take a valid ID/passport with you.

It is an A4 document which should be **kept with you all the time**.

It is valid for 90 days, therefore you will **need to renew** it in case you are staying longer. You can do it at the Registrar's Office of your Faculty (see on page 7)

HEALTH INSURANCE

Citizens of the European Economic Area and of Switzerland are entitled to receive the same medical care as Hungarian insured persons on the basis of the **European Health Insurance Card (EHIC)**. The EHIC should be issued before leaving the home country and is required for each phase of the treatment.

Medical examinations and necessary treatments are free of charge, but the medicines have to be paid for. If the insured person cannot produce an EHIC while seeking necessary health care in Hungary, the health care provider can accept a retroactively issued patient record card (PRC) as well.

For more information on access to health care visit the website of OEP (National Health Insurance Fund Administration): <http://www.oep.hu>

Non-EU citizens are advised to enquire whether there is a bilateral agreement on health care between Hungary and their country and be informed about the conditions of the agreement.

Citizens and/or residents of **third countries** which are not part of the European Economic Area and which don't have bilateral agreements with Hungary on the provision of health care have to pay full price for the health care services rendered in Hungary. According to the Hungarian legislation, the health care provider can set the fee basically freely; therefore, the Hungarian National Health Insurance has no influence on the amount of fee charged.

As a consequence of that, they are strongly advised to take out a health insurance policy for the entire period of their stay **before their departure**. Should they fail to do so, they have to make arrangements for health **care upon their arrival in Hungary**.

If required, the university can propose a possible private insurance solution by a trusted company, but it is primarily the responsibility of the student to make this basic arrangements.

PUBLIC TRANSPORT

Public transport is well organised in Budapest. The faculties can be easily reached with it.

We recommend you to buy a **monthly pass for students**, which can be used on every public transport vehicle in Budapest. To be able to buy it you need:

- **temporary Hungarian Student ID**
- OR a valid student ID of a European country
- OR international student card

ALWAYS have your Hungarian Student ID with you, as controllers might not accept the European one.

More information about the public transport system in Budapest (timetables, planner, tickets): <https://bkk.hu/en>
More information about the **monthly pass for students**: <https://bkk.hu/en/monthly-budapest-pass-for-students-2/>

Trip planner application (download from GooglePlay): **BKK futár**



CHECKLIST FOR ERASMUS STUDENTS

BEFORE DEPARTURE

- ☐ submit your application to us keeping the deadlines in mind
- ☐ inform yourself about the courses you wish to study (fill in the Learning Agreement)
- ☐ be aware of the conditions of health care and residence permit (have a European Health Insurance Card issued)
- ☐ start to look for accommodation (apply at a Student Residence Hall)
- ☐ consider the possibilities of getting a credit card, internet subscription and phone subscription
- ☐ make sure that you arrive in time and be present at the Orientation Week

UPON ARRIVAL

- ☐ consult your Erasmus Incoming administrator
- ☐ submit your application for residence permit at the Office of Immigration and Nationality (make sure that you have a certificate providing evidence of health insurance coverage beforehand)
- ☐ update your Learning Agreement "During Mobility" Section!
- ☐ organize your moving in and sublet contract
- ☐ get acquainted with the university libraries and the libraries of Budapest
- ☐ discover university clubs & associations!

BEFORE LEAVING AT THE END OF THE STUDY PERIOD

- ☐ notify the Office of Immigration and Nationality of your departure and return the documents of residence permit
- ☐ return books to the library
- ☐ make sure that all your grades appear in the Neptun System
- ☐ get certification of your stay at KRE

USEFUL INFORMATION

LINKS

Embassies and consulates

<http://www.embassypages.com/hungary>

Ministry of Foreign Affairs and Trade

<http://www.kormany.hu/en/ministry-of-foreign-affairs-and-trade>

KRE webpage

<http://www.kre.hu/english/>

Tempus Public Foundation

<http://tka.hu/english>

Study in Hungary

<http://www.studyinhungary.hu/>

Balassi Institute – scholarships

<http://www.balassiintezet.hu/en/call-for-applications/>

About Hungary

<http://gotohungary.com/>

Life and Culture in Budapest

<http://visitbudapest.travel/>
<http://welovebudapest.com/>

Budapest Libraries

http://www.budapest.com/city_guide/culture/libraries.en.html

Copy shops

<https://minicopy.hu/#contact>
<http://www.copygeneral.hu/uzletek>

Pharmacies on duty

http://www.hazipatika.com/cimtar/budapesti_ugyeletes_gyogyszertarak?id=38

Public transport

in Budapest:
<http://www.bkv.hu/en/>
national railways:
<https://www.mavcsoport.hu/en>
distance buses:
<https://www.volanbusz.hu/en>

Last minute theatre tickets

<http://www.maesteszinhaz.hu/>

PHONE NUMBERS

112 - general emergency services
104 - ambulance & emergency medical services
105 - fire-brigade, rescue services, civil protection
107 - police

www.kre.hu/english

