



KÁROLI GÁSPÁR UNIVERSITY
OF THE REFORMED CHURCH
IN HUNGARY



INTERNATIONAL EXCHANGE STUDENT GUIDE



QUALITY.
COMMUNITY.
KÁROLI.

english.kre.hu

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Legal Name of Institution

KÁROLI GÁSPÁR UNIVERSITY

OF THE REFORMED CHURCH IN HUNGARY

Erasmus code: HU BUDAPES10 | PIC code: 950913505

Postal address:

Károli Gáspár University of the
Reformed Church in Hungary
International Office

9. Kálvin tér
H-1091 Budapest
Hungary

International coordinator (Incoming Students)

Viktória Csordás

✉ erasmus@kre.hu

Autumn semester deadlines



Nomination deadline: **15 May**

Application deadline: **15 June**

Spring semester deadlines



Nomination deadline: **15 November**

Application deadline: **15 December**



<https://english.kre.hu/>

OPENING HOURS FOR INCOMING ERASMUS STUDENTS

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Book an appointment [online](https://english.kre.hu/).

Please note that despite the office hours, we might not be available, therefore booking an appointment ahead of time is important.



ACADEMIC CALENDAR

The academic year at Károli is divided into two primary semesters, each offering a unique blend of learning experiences and community engagement:

Fall/Winter Semester

Spring/Summer Semester

Orientation Week

Both semesters kick off with an Orientation Week, a crucial time for community building and logistical preparations. During this week, there are no classes, allowing you to focus on course registration with the guidance of our international team. It's a time to familiarize yourself with the campus, meet your peers, and set the stage for your academic journey.

Course Registration

The two-week period starting from the Orientation Week is dedicated to course registration. This is when you can sign up for, or deregister from seminars and lectures. Seminars are typically smaller, interactive sessions focused on practical knowledge, while lectures are larger, theory-based classes.

Academic Terms

Following Orientation Week, the term period begins, marking the start of your coursework. This is your opportunity to dive into your studies, engage with the faculty, and explore new ideas.

Examinations

Each semester concludes with an exam period, generally in the last month. Seminars are usually concluded with written exams in the final two weeks of the academic term, requiring no separate application for exam dates. Lectures, however, have specific exam dates, whether they're written or oral, details of which are provided by the examiner through our academic system, Neptun.

ACADEMIC BREAKS

BREAKS

Fall break

Spring break

Training Week (Károli Community Days)

Unique to our institution, near the Fall and Spring breaks, this week is set aside for engaging in workshops, field trips, and various activities, offering a break from regular classes to enrich your educational experience.

National holidays

The university buildings are closed on national holidays of which you can find more information in the [academic calendar](#).

HOLIDAYS AND OBSERVANCES IN HUNGARY

New Year's Day	1 January
1848 Revolution Memorial Day	15 March
Good Friday	Moving holiday in March-April
Easter Monday	Moving holiday in March-April
Labour Day	1 May
Ascension Day	40 days after Easter Sunday
Whit Monday	50 days after Easter Sunday
State Foundation Day	20 August
1956 Revolution Memorial Day	23 October
Reformation Day	31 October
All Saints' Day	1 November
Christmas Day	25 December
Second Day of Christmas	26 December
New Year's Eve	31 December

Our academic calendar is designed to support your learning journey while offering oppo for personal growth and community engagement.

Welcome aboard, and we wish a fruitful academic year!

FACULTIES AND LOCATIONS

The buildings of KRE are located in different places in Budapest (with the exception of the Nagykörső and Kecskemét campuses). Here you can find the address of the faculties and departments. The finalized location of the courses will be available in the online system (Neptun) when you register for the courses after arrival.

INTERNATIONAL OFFICE



- Certificate of arrival/departure
- Learning Agreement (signature)
- Dormitory contract
- Buddy program inquiry
- Extension of stay

📍 1091 Budapest, Kálvin tér 9., District 9
Room 14 (International Office)

FACULTY OF LAW



INSTITUTES

- Law
- International studies
- Higher Educational Vocational Training in Law

FACULTY REGISTRAR'S OFFICE

• Ms Erzsébet Könczöl-Kiss,
✉ ajk.international@kre.hu
📍 1042 Budapest, Viola utca 2-4., District 4

FACULTY OF HUMANITIES AND SOCIAL SCIENCES AND FOREIGN LANGUAGE LECTORATE ("THE REVICZKY BUILDING")



INSTITUTES

- Oriental Studies
- Philosophy, Arts, Humanities
- German and Dutch Studies
- Sociology, Social Sciences
- Communication

FACULTY REGISTRAR'S OFFICE

✉ Ms Tímea Nagyné Deák
registraroffice.btk@kre.hu

BOD PÉTER LIBRARY

1088 Budapest, Reviczky utca 4., District 8

FACULTY OF HUMANITIES AND SOCIAL SCIENCES ("THE D25 BUILDING")



INSTITUTES

- Teacher Training (MA programmes; upper primary school grades 5-8 and high school)
- English Studies
- Hungarian language, literature and culture

📍 1146 Budapest, Dózsa György út 25-27.,

FACULTY OF HUMANITIES AND SOCIAL SCIENCES (INSTITUTE OF PSYCHOLOGY)



INSTITUTE OF PSYCHOLOGY PSYCHOLOGY

COORDINATOR:

- Ms. Judit Szabó
szabo.judit1@kre.hu

📍 1037 Budapest, Bécsi út 324., District 3

FACULTY OF PEDAGOGY



INSTITUTES

- Teacher Training (BA programmes – Infant and Early Childhood Education, Kindergarten Education, Primary School Teaching)
- Reformed Religious Education Teacher and Cantor Training

FACULTY COORDINATOR:

- Dr. Ágnes Tolnai
✉ tolnai.agnes@kre.hu

FACULTY REGISTRAR'S OFFICE • Ms. Ágnes Éles

- ✉ eles.agnes@kre.hu

📍 1042 Budapest, Árpád út 161-163.,

FACULTY OF ECONOMICS, HEALTH SCIENCES AND SOCIAL STUDIES

INSTITUTES

- Social Work and Deaconry
- Health Sciences
- Human Resources
- Business Administration and Management
- Trade and Marketing

FACULTY REGISTRAR'S OFFICE

- Mr. Zoltán Kosik-Fa
✉ kosik.fa.zoltan@kre.hu

📍 1131 Budapest, Reitter Ferenc utca 132.,



FACULTY OF THEOLOGY

INSTITUTES

- Theology
- Teacher of Religious Education

FACULTY REGISTRAR'S OFFICE •

Ms. Gyöngyi Flórik

✉ florik.gyongyi@kre.hu

📍 1092 Budapest, Ráday utca 28.,



REGISTRAR'S OFFICES

The Faculty Registrar's Office should be contacted regarding the following issues: course de/registration, Neptun problems, student ID or verification of student status.

Faculty of Law

Faculty Erasmus Coordinator and Registrar's Office

• Ms Erzsébet Könczöl-Kiss,

📍 H-1042 Budapest, Viola utca 2-4.

✉ ajk.international@kre.hu

Faculty of Humanities and Social Sciences Registrar's Office

• Ms Tímea Nagyné Deák

📍 H-1092 Budapest, Reviczky utca 4.

✉ registrarsoffice.btk@kre.hu

Faculty of Pedagogy

Registrar's Office

Ms. Ágnes Éles

📍 H-1042 Budapest, Árpád út 161-163.

✉ eles.agnes@kre.hu

Faculty of Economics,

Health Sciences and Social Studies

Registrar's Office

Mr. Zoltán Kosik-Fa

📍 H-1131 Budapest, Reitter Ferenc utca 132.

✉ kosik.fa.zoltan@kre.hu

Faculty of Theology

Registrar's Office

📍 H-1092 Budapest, Ráday utca 28.

Ms. Gyöngyi Flórik Hungarian students

✉ florik.gyongyi@kre.hu

Ms. Éva Sógor International students

✉ sogor.eva@kre.hu



BUDDY PROGRAM

KRE has a well-functioning and successful mentorship program called the Buddy Program. Exchange students can apply for a mentor through the registration survey at the beginning of the semester.

Those exchange students, who have **applied for a buddy**, will meet with their mentors on the first day of arrival or during Orientation Week. The mentors are assigned to the international students by the International Office.

The assigned **buddies will get in touch with you** at the e-mail address you provided in the registration survey, and **you can ask them to meet you upon arrival if needed.**

The buddy program is coordinated by Ms. Viktória Csordás (erasmus@kre.hu). If you have any questions or problems to report, do not hesitate to write to the given e-mail address.

Please, bear in mind that our buddies work on a voluntary basis and do not get paid by the university. They can help you with everyday issues, such as:

- arrival and everyday support,
- during mobility support,
- administrative support.



EXCHANGE REQUIREMENTS

Application process

NOMINATION

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

0. To study at Károli Gáspár University of the Reformed Church in Hungary (KRE) as an exchange student, your home institution must have a signed bilateral agreement with KRE.

1. You must be nominated by the international coordinator at your Home Institution. Students must not nominate themselves. The Erasmus coordinator of the home institution must follow our nomination process on our [website](#).

2. Students and the given contact will then receive a confirmation email from KRE explaining the application procedure and listing important deadlines. Only after the confirmation email the nomination is completed.

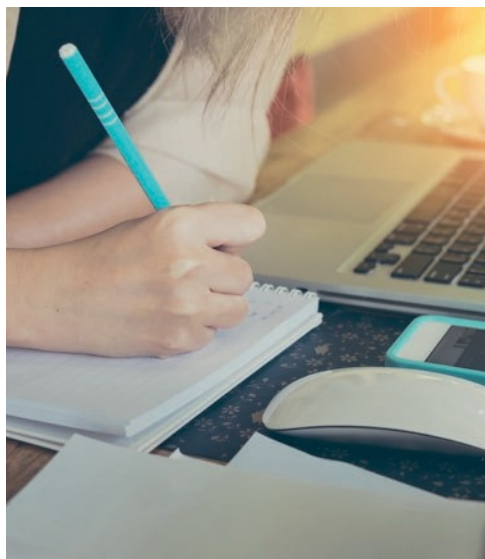
Nomination deadlines:



Autumn semester / full academic year:
15 May



Spring semester:
15 November



APPLICATION

Full description of the application process can be found on this page: <https://english.kre.hu/index.php/exchange-students>

Step 1: Fill out the registration survey when it is shared on the application website.

Step 2: Send the following documents by e-mail to the erasmus@kre.hu e-mail address. All your documents must be scanned and legible and sent in a PDF form. If you have a different file type, you may use different sites to create PDF (such as www.ilovepdf.com).

- Transcript of records in English of your studies so far
- Language proficiency certificate or at least B2 language level (complex oral and written) officially certified by your home university.
- Learning Agreement
- Scanned ID document
- Declaration of Honour

Application deadlines:



Autumn semester /
full academic year:
15 June



Spring semester:
15 December

LETTER OF ACCEPTANCE

After finalizing the registration, KRE will send the signed **Learning Agreement** to the students, and an **Acceptance Letter** to non-EU students (EU students will receive an Acceptance Letter **upon request**).

LANGUAGE 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 CEFR 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 OPPORTUNITIES 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.

The Foreign Language Lectorate, located in the building of the Faculty of Humanities and Social Sciences (1088 Budapest, Reviczky utca 6.) offers multiple language courses. 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 registration 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/language-courses.html>

COURSES FOR ERASMUS STUDENTS

The courses offered for Erasmus students are listed according to Faculties at the Erasmus webpage of KRE: <https://english.kre.hu/index.php/exchange-students>

All Erasmus courses are worth 6 ECTS. Apart from other foreign language programs (Dutch, German, etc), **all courses are taught in English.**

When filling out the Learning Agreement, students' primary contact is their home academic coordinator. Students can send the course descriptions obtained from the aforementioned website to facilitate the coordinators decision.

Hungarians living outside of Hungary can 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.**

Upon arrival, you will get all the help needed to register and modify your courses in the electronic registration system (NEPTUN) during 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 take more credits.



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

ACCOMMODATION

Exchange 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.

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

Applications should be submitted no later than 15 June for the Autumn semester and full academic year **and 15 December for the Spring semester** through the registration survey that can be found on the website.

Dormitories in partnership with KRE

Óbudai Diák Hotel (ODH) - student hostel

📍 1037 Budapest, Nagymihály street 1-9
(Kunigunda útja 25)

✉ info@odh.hu

Bethlen Gábor Student Residence Hall

📍 1116 Budapest, Temesvár u. 16-18.

✉ bethlen.koll@kre.hu

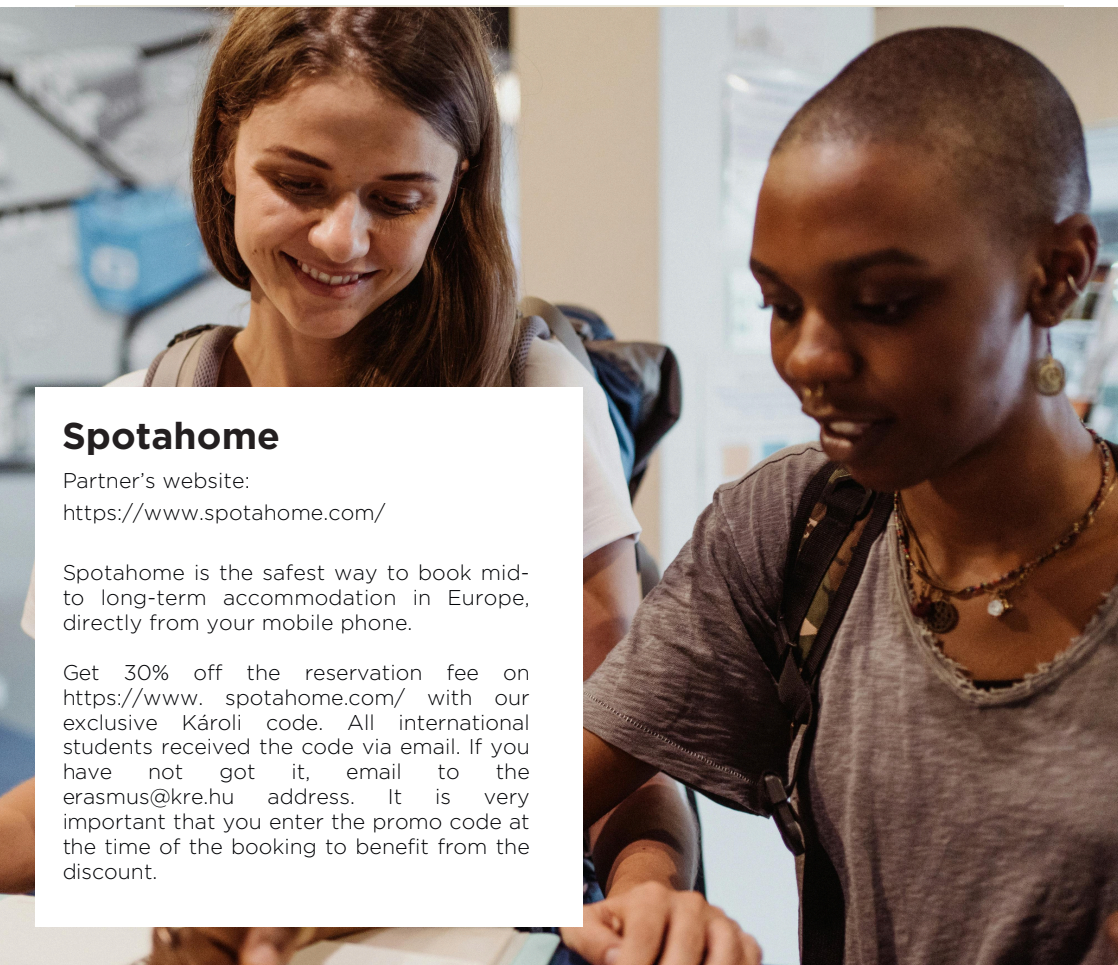
Spotahome

Partner's website:

<https://www.spotahome.com/>

Spotahome is the safest way to book mid-to long-term accommodation in Europe, directly from your mobile phone.

Get 30% off the reservation fee on <https://www.spotahome.com/> with our exclusive Károli code. All international students received the code via email. If you have not got it, email to the erasmus@kre.hu address. It is very important that you enter the promo code at the time of the booking to benefit from the discount.



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.

We highly recommend the website and search tool of the National Directorate-General for Aliens Policing and the application form that can be accessed at the website to check visa policies between your home country and Hungary.

Students traveling 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 registration certificate for the purpose of studies** in person at the Office of Immigration and Nationality. Visiting the Immigration Office is obligatory for non-EU students straight after arriving to Hungary.

Please note that applications should be first submitted outside Hungary in the country of your nationality or your habitual place of residence.

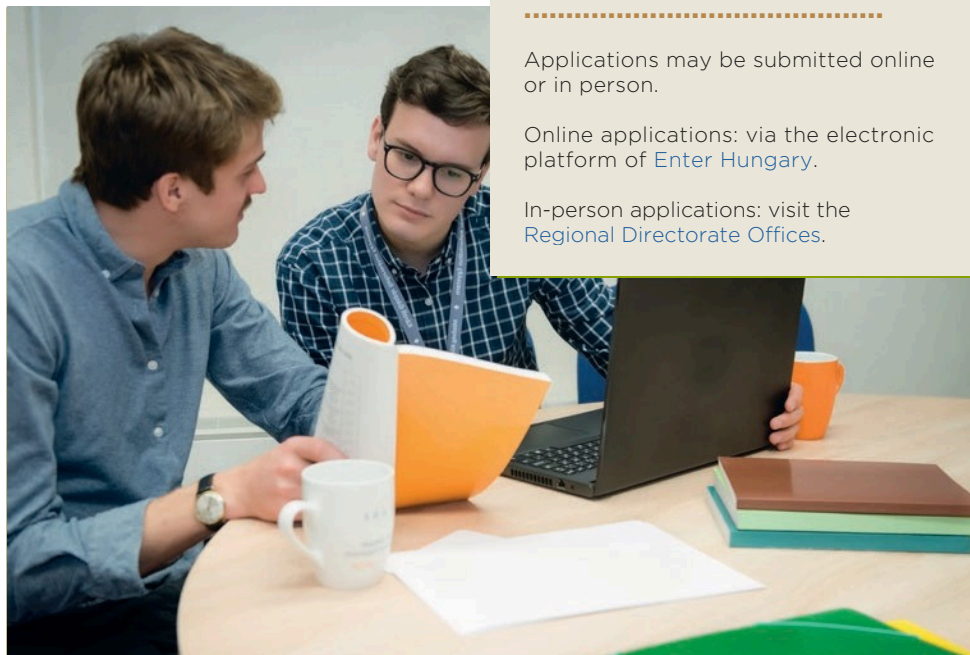
If you are allowed to enter the territory of Hungary visa free due to your nationality, and you are not a holder of a residence permit, you may submit an application for a residence permit within the territory of Hungary during your legal stay as well.

APPLICATION FOR RESIDENCE PERMIT IN HUNGARY

Applications may be submitted online or in person.

Online applications: via the electronic platform of [Enter Hungary](#).

In-person applications: visit the [Regional Directorate Offices](#).



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 the necessary health care in Hungary, the health care provider can accept a retroactively issued patient record card (PRC) as well.

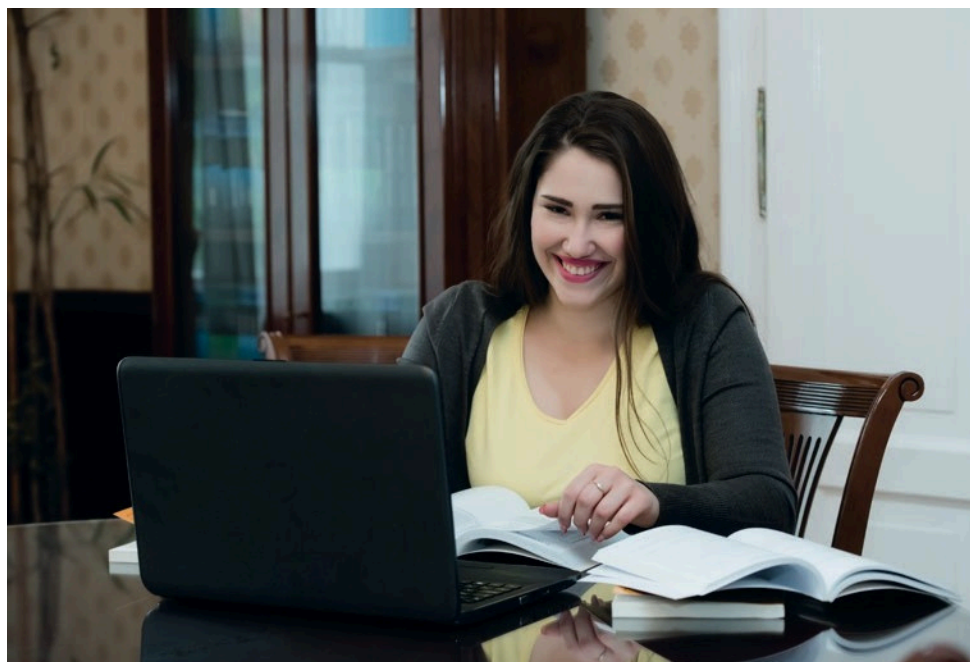
For more information on access to health care visit the website of OEP (National Health Insurance Fund Administration): <http://www.neak.gov.hu/>

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.

You can find more information about this topic on our [university's website](#).



TEMPORARY STUDENT CARD

As an Erasmus student you will be entitled to receive a temporary student card. It will be issued a few weeks after your registration at the university. In Hungary, it is possible to receive discounts with a valid Hungarian student ID. Students pay reduced fees for public transportation and some cultural events.

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 in person. 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 60 days, therefore you will **need to renew** it during the semester a few days before it expires.

You can do it at the Registrar's Office of your Faculty (see on page 8).

PUBLIC TRANSPORT

Budapest has one of the richest public transportation systems of all European capitals. The faculties can be easily reached using public transport.

We recommend you buy a monthly pass for students once you received the temporary student ID from the faculty.

The Monthly Budapest-pass for students is only valid with an active student ID. Controllers are entitled to ask for the student ID next to the monthly pass.

For this reason, 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 and monthly pass for students): <https://bkk.hu/en>

You can plan trips and check live schedule on the BKK application called BudapestGO.



CHECKLIST

FOR ERASMUS STUDENTS



TO DO LIST

BEFORE ARRIVAL

- Organize and save e-mails
- Start preparing your personal documents (e.g., passport, visa, ID or health insurance) and academic administration (e.g., Transcript of Records, language certificate).
- Fill in the registration survey when the link is sent to you
- Send the application documents
- Save the Acceptance Letter (if needed) and send it to your home institution
- Look for accommodation
- Arrive a few days earlier than the orientation week
- Familiarize yourself with unique cultural traits (e.g., exceptional holidays and customs)

DAILY GOALS:

NOTES

UPON ARRIVAL

- Attend the Orientation Week
- Meet your Buddy
- Apply for courses during the course registration period
- Have the Certificate of Arrival signed
- If your place is reserved in the dormitory sign the contract and fill in the necessary papers
- Register in the Immigration Office
- Pick up your Temporary Student Card at the Registrar's Office of your faculty

BEFORE LEAVING AT THE END OF THE STUDY PERIOD

- Make sure that all your grades are entered in Neptun
- Pick up the Transcript of Records
- If you lived in a dormitory, hand in the signed Declaration of Moving Out form
- Have the Certificate of Departure signed
- Deregister from the Immigration Office

USEFUL INFORMATION

LINKS

KRE webpage

<https://english.kre.hu/>

Spotahome

<https://www.spotahome.com/>

Embassies in Hungary and

Hungarian embassies

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

Consular Services

<https://konzuliszolgalat.kormany.hu/en>

Tempus Public Foundation

<https://en.tka.hu/>

Study in Hungary

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

About Hungary

<https://visithungary.com/>

Life and Culture in Budapest

<https://welovebudapest.com/en>

Budapest Libraries

<https://deansbudapest.com/en/blog/libraries-in-budapest>

Copy and Print

<https://minicopy.hu/#contact>

<https://copyguru.hu/>

Hospitals with English-speaking staff

<https://semmelweis.hu/varosmajor/en/health/>

<https://swissclinic.hu/en/>

Public transport

in Budapest:

<https://bkk.hu/en/>

National Railways:

<https://jegy.mav.hu/en>

Intercity Buses:

<https://menetrendek.hu/mobile/?lng=en>

EMERGENCY NUMBER

112 - General emergency service
phone number



Funded by
the European Union