

## Language study material for promoting student mobility

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**BEFEKTETÉS A JÖVŐBE**

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## **Part I Background Knowledge and Vocabulary Development**

### **Text 1: Checklist for new/international/exchange students**

#### **Before arrival**

1. Remember to confirm your study place.
2. Find out if you need a residence permit and if needed apply for one immediately.
3. Apply for housing as soon as possible.
4. Take out insurance.
5. Plan your travelling schedule and arrival.
6. Keep in touch with your student tutor who will contact you a few weeks before the beginning of the semester. Inform your student tutor about your arrival details.

#### **After arrival**

1. Register at the university. But before registering check the services of the Student Union and if you wish to use them, join the Student Union by paying the fee.
2. Activate your university user account.
3. Register for the courses in the study administrative system.
4. Participate in the Orientation for International Students.
5. Meet your academic coordinator to discuss the courses you will take.
6. Start studying and enjoying the active student life.

#### **Before leaving for your home country:**

1. Give notice to end your student housing lease at least one full calendar month before you leave.
2. Ask for your Transcript of Academic Records. It can be issued if all your courses/results are already in your records, otherwise the transcript will be sent to you later.
3. Give feedback of your stay. You will receive instructions from the International Mobility Services.
4. Return all the library books you have borrowed and pay the possible overdue fees.
5. Check that all your bills are paid. Close your bank account.
6. Confirm your travel arrangements (e.g. tickets) and check the regulations for luggage weight (if applicable).
7. After properly cleaning up your room, return the keys in order to get your housing deposit back.

to confirm	visszaigazol, véglegesít
to register at the university	beiratkozik az egyetemre
Orientation for International Students	a külföldi hallgatóknak szóló tájékoztató
to give notice	bejelent vmit
housing lease	lakásbérleti szerződés
overdue fee	késedelmi díj
to close the bank account	megszünteti a bankszámlát
travel arrangements	utazási intézkedések
regulations for luggage weight	a poggyászsúlyra vonatkozó előírások
housing deposit	kaució



## Text 2: Documents to know I

Under the Erasmus+ programme, students from the EU, EEA and Turkey have the opportunity to spend between 3 and 12 months studying in a European higher education institution as part of their course.

### Grant agreement

Successful applicants for the Erasmus+ exchange programme do not pay fees at their chosen institution. Erasmus students receive a study grant, which is provided by the European Commission. The aim of the grant is to assist students with travel and initial moving costs. It is not a maintenance grant and the amount varies from year to year depending on how many students are participating in the programme. All Erasmus+ students are entitled to the Erasmus+ mobility grant. The grant is not means-tested and does not affect students' entitlements to other grants. The monthly grant amount is €230 or €280, depending on the host country, and the total grant is calculated based on the semester dates at the host university. It is paid in two instalments by bank transfer.

You will sign a Grant Agreement with your sending institution, even if you do not receive any financial support from EU funds, and you will also have to sign a Learning agreement with your sending and receiving institutions.

### Learning Agreement

The Learning Agreement is a negotiated agreement between you, your sending and your receiving institution and has to be signed prior to your mobility period.

The Learning Agreement for Erasmus+ Mobility for Studies includes what modules you will be studying during your period abroad, how many ECTS are allocated to those courses and your required language competences.

The Learning Agreement for Erasmus+ Mobility for Traineeships does not only indicate the programme of the traineeship and the knowledge and skills to be acquired by the trainee but it also states whether the traineeship is part of your curriculum or if it is a voluntary traineeship and, depending on that, how it will be recognised. In addition, it informs whether it awards ECTS (and how many) and if it is recorded in the Diploma Supplement.

Once your application to go on Erasmus+ Mobility is approved, all parties need to sign the Learning Agreement:

- For studies: student, sending institution, receiving institution
- For traineeship: student, sending institution, enterprise/organisation

to pay fees	díjakat fizet
moving costs	a kiköltözés költségei
means-tested	rászorultság ellenőrzése alapján
maintenance grant	megélhetési juttatás
in two instalments	két részletben
financial support from EU funds	uniós alapokból származó pénzügyi támogatás
a negotiated agreement	tárgyalásokon egyeztetett megállapodás
prior to sth	vmit megelőzően
to allocate sth	hozzárendel vmit
voluntary traineeship	önkéntes gyakorlat



### Text 3: Documents to know II

#### ECTS

The European Credit Transfer and Accumulation System (ECTS) was developed by the European Commission as a tool for the transfer of students' achievements in Erasmus student mobility, thus allowing the transfer of learning experiences and outcomes between different institutions.

ECTS is adopted as the national credit system in most countries of the European Higher Education Area. In other regions, it is increasingly used by institutions or interacts successfully with local credit systems. ECTS credits are based on the estimated workload necessary for the student to achieve the defined learning outcomes. Each course component (lectures, trainings, seminars etc.) has an allocated number of credits. The workload of a full academic year is translated into 60 credits.

#### Transcript of Records

The Transcript of Records is an official document that provides the proof of your study achievements, thus allowing recognition. It gathers the educational components you have taken abroad, the number of ECTS credits you have achieved and the grades you have been awarded.

The receiving institution should send the Transcript of Records to your sending institution at the end of your period of study in order to formally certify the work completed, the credits awarded, and the local grades received during the mobility period.

This document will show all courses that were originally presented in the Learning Agreement and if they were successfully completed or not. Your sending institution is obliged to recognise and integrate all parts of the signed Learning Agreement into your curriculum. The format of the transcript of records may be different from institution to institution.

accumulation of sth (e. g.: credits)	vminek (pl.: kreditek) az (össze)gyűjtése
the transfer of sth	vminek az átvitele
learning experiences and outcomes	tanulási tapasztalatok és eredmények
local credit systems	helyi kreditszámitási rendszerek
to estimate	becslést végez
to gather	összegyűjt
period of study	tanulmányi időszak
to certify	igazol
originally	eredetileg
to integrate into the curriculum	a tantervbe illeszt



#### Text 4: Health insurance for exchange students and international doctoral candidates

##### Exchange students

The good thing about being fully insured is the peace of mind knowing that if you happen to have health problems, you can go visit the doctor and get hospital services knowing that you won't have to pay the large medical bills out of your pocket.

There are two types of health insurance in Germany:

- The public health insurance
- Private health insurance.

All students are required to have an insurance plan in Germany, but depending on where you come from, you might be eligible to use the plan you already have in your home country. You should consult your university's international office for more details.

Even if you have basic coverage, many students also get additional health insurance plans that cover specific conditions and are customized for them. There's no "one size fits all" when it comes to health-related issues.

The majority of exchange students in Germany choose a private insurance plan customized for them because they are more comprehensive in terms of coverage.

##### International Doctoral Candidates Receiving Scholarships

Nowadays, scholarships are considered tax-free allowances or student salaries/ earnings. Therefore, Ph.D. students must all be health insured in Germany, and whether they get statutory or private insurance also depends on the amount of money they earn annually or of their scholarship.

Ph.D. Candidates that receive scholarships or who are based in Germany to write their dissertation independently are not subject to compulsory insurance. These students are eligible either to become voluntary members of a public insurance scheme or get any private insurance option.

Unemployed Ph.D. students that have prolonged their studies can take out private insurance for the duration of their doctoral studies.

to pay sth out of sb's pocket	vmit saját zsebből fizetni
to be eligible to do sth	jogosult vmit megtenni
basic coverage	biztosítási alapsomag
to customize	testre szab
"one size fits all"	mindenkire vonatkozó
comprehensive	széles körű
tax-free allowances	adómentes juttatások
statutory	törvény által előírt
insurance scheme	biztosítási rendszer
to prolong	hosszabbít



### Text 5: The Budget

Money is always a sensitive issue and you have to be lucid: you will need to spend a great deal of money during your Erasmus.

An Erasmus student spends an average of 600/800€ per month. Before leaving, you will have to cover the expenses linked to the journey (by plane, by train, by bus or by car) as well as the application fees for the visa and the residence permit, if you're going to spend your Erasmus outside of the European Union.

Then, you need to take into consideration the following elements: your accommodation (rent, rental charges, deposit) and the current expenses (food, public transportation and leisure). Take time to estimate the necessary budget and keep in mind that not all European countries have the same standard of living. Just to give you an idea, a 1.5l bottle of water costs 1€ in Spain and 1.55€ in France. It is important to consider these differences. You might also have to spend extra money if you need to buy specific books for your classes, for example.

Do not get worked up over the estimation of the exact budget, but try to get a general idea of the expenses that await you. Plan an appointment with your bank adviser to make sure you'll have access to your bank account abroad, to know about withdrawal fees, whether you should get a different bank card or open a bank account in your host country.

In order to reduce the costs, find out about the different scholarships you could benefit from as well as when they will be paid.

There's no shame in trying to save money as a student. It's amazing how ingenious you can be when you're watching the pennies, and as a student, you'll soon start to discover a multitude of money-saving tricks. It's particularly easy to save money as a student, because there are so many great student discounts and deals around. You'll quickly learn where the cheapest places to drink coffee or go out for a meal are, which evening of the week student nights are on, which supermarkets have the best deals, and so on. You'll learn how to make cheap meals, and you'll find out which discount cards and mailing lists are the ones to be on. And you'll almost certainly have a purse or wallet full of loyalty cards.

to be lucid	tisztában van vmivel
application fee	pályázati díj
to take into consideration	figyelembe vesz
standard of living	életszínvonal
withdrawal fees	készpénzfelvétel díja
to benefit from	haszna van vmiből
there's no shame in doing sth	nem szégyen megtenni vmit
ingenious	leleményes
a deal	(kedvező) ajánlat
loyalty card	hűségkártya





## Text 6: University study skills

Effective study skills are an important element in achieving academic success. Studying at a university abroad may differ considerably from studying in some other country, and international students may discover that they need to adapt their study habits to be able to meet the academic requirements.

Academic freedom is one of the basic values of a university system. It emphasises independent study and opens up many possibilities to students. In most cases, students can basically choose what to study and when to study. Some lectures, for example, may not be compulsory. However, the practical sessions are usually always obligatory. Academic freedom goes hand in hand with academic responsibility – it is up to students themselves to plan, schedule and complete their studies.

Courses can last for one semester or they may start and finish at any time of the semester. Some courses are intensive with up to six hours of lectures and/or laboratory exercises per day. The other courses are less intensive with only a couple of hours a week. So the duration of a course may vary from a few days to several months.

University studies are characterized by the fact that the manageable study units are extensive and can also be conceptually difficult. In that case, mere mechanical knowledge is not necessarily enough. New and different study strategies are needed. Adding new things helps criticality, reflection and persistence. There must be enough time for learning. University studies include that the student can reasonably justify things. The use of foreign language teaching material is also part of academic studies.

An important skill for university students is also to learn the skill of learning. This means awareness of one's own learning and the style of learning, the ability to vary and adapt learning strategies to the lessons learned, as well as the ability to assess what kind of learning a thing is required.

study habits	tanulási szokások
to meet the academic requirements	teljesíti a tanulmányi követelményeket
academic responsibility	tanulmányi felelősség
to be up to sth/sb	függ vmitől/vkitől
to last for one semester	egy félévig tart
the duration of a course	a kurzus hossza/időtartama
study strategies	tanulási stratégiák
the skill of learning	tanulási készség
style of learning	tanulási stílus
to adapt learning strategies	alkalmazza a tanulási stratégiákat



### Text 7: Truths about University Life Every Applicant Should Remember I

To those who have yet to experience university life, it inevitably feels like a big unknown. Understandably, many are nervous about what it's going to be like when they arrive, and this isn't helped by the many common misconceptions about the university experience. Admittedly, it's impossible to say exactly what your personal university experience will be like – there are too many variables, such as which university you go to, where you live, what you study, your own personality, and so on. But what is true is that there are some things that virtually all students will come to experience or realise at some point during their university education.

#### Everyone is just as anxious to make friends as you are

When you're new to the university environment, and you don't know anyone, it can sometimes feel as though everyone else is more switched on than you, that they know something you don't, or that they're somehow better at making friends than you. This is not the case. Everyone is in the same boat as you, and everyone's just as anxious to make friends as you. If you walk into a room and everyone seems to be chatting to each other and already to be best friends, don't be fooled: they're probably just as nervous inside as you are, and this external show of confidence is probably only skin-deep. Use this knowledge to reassure yourself, and pluck up the courage to go and say hello – they'll almost certainly be as glad as you are that you did.

#### There's rarely a right or wrong answer

You will find that there are different degrees of wrongness. Many students go to university afraid to say anything in classes or seminars because they might “say something wrong” or be ridiculed for failing to identify the “correct” answer. In fact, once you get to university, you'll soon realise that there's rarely such a thing as a straightforward right or wrong answer. You might have begun to suspect this at A-level, but university-level work (particularly in the humanities subjects, but also in the sciences) is going to require a lot more deliberation, working through different arguments before arriving at a more likely answer, rather than the “right” one per se. This means that your contribution to the discussion is more than likely going to add to the debate in a meaningful way. And, let's face it, anything you say is going to be a lot better than sitting in awkward silence when the lecturer has asked a question to the group and nobody else has the confidence to say anything.

what it's going to be like	vajon milyen lesz
misconceptions	tévképzetek
to be switched on	részese vminek
to be anxious to do sth	izgatottan vár vmire
external show of confidence	a magabiztosság színlelése
to reassure yourself	bíztatja magát
to pluck up the courage	összeszedi a bátorságát
to fail to do sth	nem sikerül vmit megtennie
deliberation	megfontoltság
contribution to the discussion	a vitához való hozzájárulás



## Text 8: Truths about University Life Every Applicant Should Remember II

### You can never do too much university work

If you managed to get good grades in the primary or secondary school despite doing very little work, don't expect the same to be true at university – particularly after first year. The difficulty level of the work you'll be set will take a big step up, meaning that you'll have to put in a lot of hours if you're to keep up with it and get a satisfactory or above. At some universities, your performance in the first year decides whether or not you can continue with the degree, so there's often an element of pressure right from the start. There's no substitute for long hours spent in the library when completing a degree.

### You name it, there's a university society dedicated to it

University is a place where you have the luxury of being able to pursue your interest in a particular subject for three years or more, but the subject of your degree is not the only interest you can pursue during your undergraduate studies. Most universities have hundreds of societies, clubs and special interest groups available for you to join, which means that it's a great time to take up a new hobby. You name it, there's bound to be a society dedicated to it – and if there isn't, you can probably ask the student union if you can start your own. Student societies are also a good place to make friends with other like-minded people, which can be a refreshing change when you're around the same people all the time in halls or for your lectures.

### University isn't just about partying

This is a perfectly fine place to spend a Friday or Saturday night. Finally, the biggest stereotype about university life is that it revolves around partying, and that students spend all night partying and all day sleeping. For most students, this stereotype couldn't be further from the truth. While it's perfectly acceptable to let your hair down once or twice a week, most conscientious students are serious about the studies they're paying a lot of money a year for, and get up at a reasonable time each day, attend lectures and classes religiously, and devote much of their other time to working studiously in the library. What's more, partying is only one of many entertainment options when you're at university. Apart from the university societies you'll have available to you at university, there are also plenty of quiet social activities such as meeting friends for coffee, going to the cinema, going for walks and such like. Indulging in quieter activities such as these does not make you a "loser" and there will be plenty of others whose tastes match yours if this is what you're into.

particularly	különösen
to keep up with	tartja a tempót
there's no substitute for sth	nem helyettesíthető
dedicated to sth	vmire hivatott
to take up sth	belekezd vmibe
like-minded	hasonló gondolkodású
to let your hair down	elengedi magát, lazul
conscientious	lelkiismeretes
to devote time to sth	időt fordít vmire
studious	igyekvő



## Text 9: Welcome Guide

As soon as possible, after your arrival in IPEiria, you should present yourself at the International Office to get important information about your role as an international student and book a meeting with the correspondent Erasmus Coordinator.

After that, you can go to the Students Services to pay the academic insurance and enrol there. It means you find out about everything you need to know about classes (courses, syllabus, schedules and assessment), at the same time, you must also deal with the formalization of your process in the academic services of the School you will attend.

As an IPEiria student you will have an email account. You have free WI-FI in all campi, residence halls, canteens and other IPEiria spaces. All the subjects (curricular units) can be found at the Moodle platform. Visit the webpage **www.ead.ipleiria.pt** to check if your teachers already gave you all the information and documents that you will need. You can ask for support at **suporte.dsi@ipleiria.pt**.

IPEiria organizes Portuguese Language Courses and the SPEAK Community linguistic and cultural program for International Students in each semester.

It is strongly recommended that participants in transnational projects are in possession of a European Health Insurance Card. This is a free card that gives access to medically necessary, state-provided healthcare during a temporary stay in any of the 28 EU countries, Iceland, Liechtenstein, Norway and Switzerland, under the same conditions and of the same costs (free in some countries, like UK) as people insured in their country. In addition to this card you also need **travel insurance**. Request a tax card in the Tax Office and open a bank account.

Depending on your needs and budget, you can choose to stay in student residences or in private rooms and hostels. In Leiria you may use a public bus service available in the city with buses running approx. every 30 minutes. Some bus companies have special prices for students – ask at the bus station. Rede de Expressos is the biggest bus company and connects almost every city all over the country. You may have access to student discounts in bookshops, restaurants, gyms and many other services as well.

Academic/Students Services (office)	Tanulmányi Hivatal/Iroda
academic insurance	hallgatói egészségbiztosítás
syllabus	tematika, tanmenet
at the Moodle platform	a Moodle felületén
in possession of sth	vminek a birtokában
state-provided healthcare	államilag biztosított egészségügyi ellátás
request a tax card	adóigazolványt igényel
to open a bank account	bankszámlát nyit
student residence	egyetemi kollégium
student discounts	hallgatói kedvezmények



## Text 10: Ten Benefits to Studying Abroad I

Studying abroad may be one of the most beneficial experiences for a college student. Here is a list of the top 10 reasons to study abroad.

### 1. See the World

The biggest reason you should consider a study abroad program is the opportunity to see the world.

By studying abroad, you will experience a brand-new country with incredible new outlooks, customs and activities. The benefits of studying abroad include the opportunity to see new places, natural wonders, museums of your host nation.

In addition, when you're abroad, you won't be limited to travelling in just the nation in which you are studying – you can see neighbouring countries as well! For example, if you study in Spain, you'll have the option to travel through various parts of Europe including London, Barcelona, and Lisbon.

### 2. Education

Another reason you might consider studying abroad is for the chance to experience different styles of education. By enrolling in a study abroad program, you'll have the chance to see a side of your major that you may not have experienced at home.

You'll find that completely immersing yourself in the education system of your host country is a great way to really experience and understand the people, its traditions, and its culture. Education is the centrepiece of any study abroad trip — it is, after all, a study abroad program — and choosing the right school is a very important factor.

### 3. Take in a New Culture

Many students who choose to study abroad are leaving their home for the first time. When they arrive in their new host country, they are fascinated by the distinct cultural perspectives. When you study abroad you will find incredible new foods, customs, traditions, and social atmospheres.

You will find that you have a better understanding of and appreciation for the nation's people and history. You will have the opportunity to witness a completely new way of life.

### 4. Improve Your Language Skills

Chances are if you're planning on studying abroad, one of the major draws is the opportunity to study a foreign language. In addition to the considerable language practice you will get just in day to day life, your host university will likely offer language courses to provide you with a more formal education.

### 5. Career Opportunities

When you finish your study abroad program and return home, you will return with a new perspective on culture, language skills, a great education, and a willingness to learn. Needless to say, all of these are very attractive to future employers. Many students find that they love their host country so much that they decide to seek work there. If you can relate, you will find that a local education will be very valuable when searching for a potential job in that country.

to enrol in a study abroad program	csatlakozik egy mobilitási programhoz
to immerse oneself in	elmélyed vmiben
to be fascinated by	bámulatba esik vmitől
customs	szokások
social atmosphere	társadalmi légkör
to have a better understanding of sth	jobban megért vmit
to have an appreciation for sth	becsül, tisztel vmit
to witness sth	megél, tapasztal vmit
a major draw	komoly, nagy vonzerő
to get in day to day life	részt vesz a mindennapi életben



## Text 11: Ten Benefits to Studying Abroad II

### 6. Find New Interests

If you are still questioning why to study abroad, you should know that studying in a different country offers many new activities and interests that you may never have discovered if you'd stayed at home. You might find that you have a yet undiscovered talent for hiking, water sports, snow skiing, golf, or various other new sports you may never have tried back home.

You'll also have the chance to discover other new and exciting forms of entertainment. Plays, movies, dancing, nightclubs, and concerts are just a few activities that you can enjoy.

### 7. Make Lifelong Friends

One of the biggest benefits of studying abroad is the opportunity to meet new lifelong friends from different backgrounds. While studying abroad, you will attend school and live with students from your host country. This gives you the opportunity to really get to know and create lasting relationships with your fellow students.

After the study abroad program ends, make an effort to stay in contact with your international friends. In addition to rewarding personal relationships, these friends can also be important networking tools later down the road.

### 8. Personal Development

There is nothing quite like being on your own in a foreign country. You might find that studying abroad really brings out your independent nature. Students who study abroad become explorers of a new nation. A benefit to studying abroad is the opportunity to discover yourself while gaining an understanding of a different culture. Being in a new place by yourself is not easy at times, and it tests your ability to adapt to diverse situations while being able to solve problems.

### 9. Graduate School Admissions

Like future employers, graduate school admissions boards look very highly on study abroad experiences. Students that study abroad display diversity and show that they aren't afraid to seek out new challenges or put themselves in difficult situations.

Most importantly, students who have studied abroad show just how committed they are to their education. Graduate schools regularly look for candidates who will bring a unique aspect to their university.

### 10. Life Experience

Why study abroad? For most students, this time may be the only opportunity they ever get to travel abroad for a long period of time. Eventually you will find a job and career, and the opportunity to study abroad may turn out to be a once in a life time opportunity. Studying abroad is an experience unlike any other.

to discover sth	felfedez vmit
to make an effort to do sth	erőfeszítést tesz vmire
rewarding	kifizetődő
being on your own	önálló/magára van utalva
to bring out one's independent nature	kihozza vkiből az önállóságot
to adapt to diverse situations	alkalmazkodik különböző helyzetekhez
admissions board	felvételi bizottság
to seek out new challenges	új kihívásokat keres
to be committed to sth	elkötelezett vmire
a once in a life time opportunity	egyszeri lehetőség





## Part I Background Knowledge and Vocabulary Development

### Additional Vocabulary /Language Support Topics

<b>Rights and obligations of exchange students</b>	<b>A csereprogramokban részt vevő hallgatók jogai és kötelezettségei</b>
Higher Education Institutions (HEIs)	felsőoktatási intézmények
to participate in/ take part in (e. g.: associations, Erasmus+programme etc.)	részt vesz vmiben (pl.: szövetségekben, Erasmus+programban)
to give full recognition to students	teljes mértékben elismeri a hallgatók teljesítményét
to obtain full recognition	megszerzi a teljesítménye teljes körű elismerését
to complete the specified activities	elvégzi az előírt tevékenységeket
compulsory Learning Agreement	kötelező Tanulmányi Szerződés
to have the right to sth	joga van vmihez
to be available (e.g.: on a website)	elérhető (pl.: honlapon)
to expect sth from sb	elvárni vkitől vmit
sending and receiving organisation/ institution/ enterprise	küldő és fogadó szervezet/intézmény/vállalat
to commit to support, facilitate and recognise mobility activities	kötelezi magát a mobilitási tevékenységek támogatására, elismerésére
<b>Before the mobility period</b>	<b>A mobilitás megkezdése előtt</b>
to be selected as Erasmus+student	elnyeri az Erasmus+hallgatói státuszt
to be entitled to sth	jogosult valamire
to carry out a mobility period	hallgatói mobilitását tölti
to undertake activities	tevékenységeket vállal
to receive information on sth (e.g.: the grades)	információt kap vmiről (pl.: az osztályzatokról)
to secure a visa	vízumot szerez
to obtain insurance	biztosítást köt
to find housing	lakhatási lehetőséget talál
to sign an inter-institutional agreement (e. g.: between sending and receiving institutions)	intézményközi megállapodást ír alá (pl.: a küldő és fogadó intézmények között)
<b>Grant Agreement</b>	<b>Ösztöndíj-/Támogatási Szerződés</b>
<b>Learning Agreement (LA)</b>	<b>Tanulmányi Szerződés</b>
to set out the details of sth (e. g.: credits to be earned)	pontosítja vminek a részleteit (pl.: a megszerzendő krediteknek)
to undertake an online language assessment	online nyelvi felmérésnek veti alá magát
recommended (language) knowledge level	javasolt (nyelvi) tudásszint
<b>During the mobility period</b>	<b>A mobilitás ideje alatt</b>
to take full advantage of all the learning opportunities available	maradékáltalánul kihasználja a rendelkezésre álló tanulási lehetőségeket
to respect rules and regulations	tiszteletben tartja a szabályokat és az előírásokat
to endeavour to perform to the best of one's ability in sth (all relevant examinations or other forms of assessment)	a képességei szerinti legjobb teljesítményre törekszik (minden kapcsolódó vizsgán és más számonkérésen)
to request changes to sth within the deadline	változtatásokat kérvényez határidőn belül
to validate	érvényesít
within a (two-week) period after the request	a kérvényezést követő határidőn (pl.: két héten) belül



approval of a request	a kérvény jóváhagyása
changes due to sth (e. g.: an extension of the duration of the mobility period)	változtatások vmi (pl.: a mobilitási időtartam meghosszabbítása) miatt
to treat sb	bánik vkivel
in the same way as	ugyanúgy, mint
to make efforts to do sth (e. g.: integrate in the new environment)	erőfeszítéseket tesz vmire (pl.: a beilleszkedésre az új környezetbe)
to pay fees for sth (e. g.: tuition, registration, examinations, access to facilities etc.)	díjakat befizet vmire (pl.: tandíjra, regisztrációra/beiratkozásra, vizsgadíjakra, létesítményekhez való hozzáférésre stb.)
to be charged fees (e.g.: for costs) on the same basis as local students	díjakat felszámítani (pl.: költségekre) ugyanazon az alapon, mint a helyi hallgatóknak
<b>If a problem occurs</b>	<b>Ha probléma adódik</b>
identify the problem clearly	világosan meghatározza a problémát
according to the Grant Agreement	az Ösztöndíjszerződés/Támogatási Szerződés szerint/alapján
<b>After the mobility period</b>	<b>A mobilitási idő után</b>
full academic recognition for min. satisfactorily completed activities	a tanulmányok teljes körű elismerése a tevékenységek min. elégséges elvégzéséért
in accordance with the Learning Agreement	a Tanulmányi Szerződéssel összhangban
Transcript of Records (ToR)	Kreditigazolás (a tanulmányi teljesítmény igazolására szolgáló vizsgalap)
to achieve credits and grades	krediteket és érdemjegyeket szerez
<b>Diploma Supplement</b>	<b>Diplomamelléklet</b>
to do a traineeship/ internship	szakmai gyakorlatot végez
<b>Traineeship/Internship Certificate</b>	szakmai gyakorlat teljesítéséről szóló igazolás
<b>Europass Mobility Document</b>	<b>Europass Mobilitási Igazolvány</b>
fill in a questionnaire	kérdőívet kitölt
to provide feedback on sth (e.g.: the Erasmus mobility period)	visszajelzést ad vmiről (pl.: az Erasmus-mobilitásról)
<b>People and institutions working on the Erasmus+ programme (who is who)</b>	<b>Az Erasmus+programban közreműködő személyek és intézmények (ki kicsoda)</b>
application	pályázat
formalities/official documentation	hivatalos dokumentumok
to be responsible for sth	felelős vmiért
<b>International Relations Office (IRO) or, e.g.: International Bureau or Exchange Office etc.</b>	<b>Nemzetközi Kapcsolatok Irodája, Nemzetközi Iroda, v. Csereprogramok Irodája stb.</b>
counselling for incoming and outgoing students	tanácsadás bejövő és kiutazó hallgatóknak
application procedure	pályázati eljárás
enrolment process	felvételi eljárás/folyamat
requirements	követelmények, feltételek
arrangements related to one's stay abroad	a külföldi tartózkodással kapcsolatos teendők
<b>Erasmus coordinator</b>	<b>Erasmus koordinátor</b>
to advise on their choice of courses and the number of ECTS credits needed	tájékoztat a kurzusválasztásról és a megszerzendő kreditek számáról
to consult sb	konzultál vkivel
<b>National Agency (NA)</b>	<b>Nemzeti Iroda</b>
the link between sth	kapcsolat ... között
<b>European Commission (EC)</b>	<b>Európai Bizottság</b>
<b>Higher Education Institution (HEI)</b>	<b>felsőoktatási intézmény</b>





promotion and implementation of sth	vminek a népszerűsítése és megvalósítása
on the local, national and international level	helyi, nemzeti és nemzetközi szinten
to fulfil obligations concerning sth	teljesíti vmire vonatkozó kötelezettségeit
report the problem to sb	jelzi a problémát vkinek
<b>Erasmus Charter for Higher Education (ECHE)</b>	<b>Erasmus Felsőoktatási Charta</b>
<b>Erasmus Student Network (ESN)</b>	<b>Erasmus Hallgatói Hálózat</b>
social integration of international students	a külföldi hallgatók társadalmi integrációja
to represent the needs and rights of students	közvetíti a hallgatók szükségleteit és képviseli a jogaikat
<b>Documents to be signed</b>	<b>Aláírandó dokumentumok</b>
Learning Agreement	Tanulmányi Megállapodás/Szerződés
amount of ECTS	a kreditek száma
to allocate to sth	hozzárendel vmihez
the required language competences	az elvárt nyelvi kompetenciák
Grant Agreement	Támogatási Megállapodás/ Szerződés
<b>European Credit Transfer and Accumulation System (ECTS)</b>	<b>Európai Kreditátszámítási Rendszer</b>
a tool for sth	eszköz vmire/vmihez
transfer of sth	vminek az átvitele
students' achievements	hallgatói eredmények
learning experiences and outcomes	tanulási tapasztalatok és eredmények
workload	munkaterhelés
full academic year	tanév
<b>Transcript of Record (ToR)</b>	<b>Kreditigazolás</b>
the proof of sth	vminek az igazolása
to gather sth	összegyűjt vmit
to achieve credits	krediteket szerez
to be awarded grades	érdemjegyeket kap
to formally certify the work completed	hivatalosan igazolja az elvégzett munkát
to be obliged to do sth	köteles elvégezni vmit
an additional semester	egy további szemeszter
the pre-existing curriculum	a már meglévő tanterv
to prepare sth in advance	vmit előre elkészít
<b>When to go abroad?</b>	<b>Mikor menjünk külföldre?</b>
to make a decision	döntést hoz
to complete courses	elvégzi a kurzusokat
mandatory/obligatory	kötelező
major courses	törzstárgyak
minor courses	specializációs és/vagy szakirányos tárgyak
free electives/optional courses	választható tárgyak
thesis course	szakdolgozati kurzus
to give sb flexibility in sth (e.g.: in choosing courses)	rugalmasságot biztosít vkinek vmiben (pl.: a kurzusválasztásban)
ask sb for advice	tanácsot kérni vkitől
<b>Scholarship</b>	<b>Ösztöndíj</b>
to be eligible to do sth	alkalmas vmire
expenditure	kiadások
living expenses	lakhatási kiadások
essential	lényeges
to rely on sth	támaszkodik vmire
supplementary funding	kiegészítő finanszírozás
to submit	benyújt



booking confirmation	foglalás visszaigazolása
receipt	nyugta, elismervény
retrospective travel grant	visszamenőleges utazási támogatás
financial support	pénzügyi támogatás
get in touch with sb/sth	felveszi a kapcsolatot vkivel/vmivel
<b>Language assessment and linguistic support</b>	<b>Nyelvtudásszint-mérés és nyelvi támogatás</b>
to acquire sth	elsajátít vmit
to reach the level of language competence	eléri a nyelvi kompetencia szintet
selection	kiválasztás
to be accepted to	felvételt nyer vhova
to remain/stay in contact with sb/sth	fenntartja a kapcsolatot vkivel/vmivel
to undertake the online language assessment	aláveti magát az on-line nyelvi felmérésnek
in accordance to	vmivel összhangban
to measure through sth	vmi alapján mér
<b>Common European Framework of Reference (CEFR)</b>	<b>Közös Európai Referenciakeret (KER)</b>
an opportunity to do sth	lehetőség/alkalom megtenni vmit
<b>Online Linguistic Support course (OLS)</b>	<b>Online Nyelvi Támogató kurzus</b>
interactive language platform	interaktív nyelvi felület
<b>How to apply?</b>	<b>Hogyan pályázzunk?</b>
deadline for application	pályázati határidő
time frame	időkeret
to go on exchange	részt vesz mobilitásban
comparable learning outcomes	összevethető tanulási eredmények
proof of the language capabilities	a nyelvtudás/nyelvi képességek igazolása
certificate	bizonyítvány
to present oneself in front of a commission	megjelenik egy bizottság előtt
to transfer learning outcomes from ... to	a tanulási eredmények átváltása vmiről vmire
to prepare and submit documents	előkészíti és benyújtja az okmányokat
<b>How to choose courses in the Learning Agreement? Plan the studies.</b>	<b>Hogyan válogassuk ki a tárgyakat a Tanulmányi Megállapodásba/Szerződésbe? Tervezze meg a tanulmányokat!</b>
prior to sth	vmit megelőzően/ vmi előtt
a range of courses	tantárgyak választéka
the courses that suit sb best	vk számára a legmegfelelőbb tárgyak/kurzusok
to get sth recognized	elismertet vmit
to avoid sth	elkerül vmit
return (come back) from the studies abroad	visszatér külföldi tanulmányairól
pay attention to sth	figyelmet szentel vminek
schedule/timetable	órarend
to overlap	átfedésben van
to pass courses	teljesíti a tárgyakat
course catalogue	a felvehető kurzusok listája
to measure the workload	méri a munkaterhelést
scale	skála
transfer sth into sth (e. g.: courses into credits)	átvált vmit vmire (pl.: tárgyakat kreditekre)
credit calculation	kreditszámítás
to convert	átvált
grade conversion	éremjegy átváltása
valid	érvényes
<b>During the mobility period</b>	<b>A mobilitás idején</b>
<b>Changes to the Learning Agreement</b>	<b>Változások a Tanulmányi Megállapodásban/Szerződésben</b>



an extension of sth (e. g.: the duration of the mobility period)	meghosszabbítása vminek (pl.: a mobilitás időtartamának)
an approval by sth (e. g.: email)	vminek az elfogadása vmi útján (pl.: e-mailben)
to ensure/to make sure	megbizonyosodik
<b>After the mobility period</b>	<b>A mobilitás lejártá után</b>
ID, letter of acceptance, health insurance	személyi igazolvány, felvételi határozat, egészségbiztosítás
<b>Get your recognition after returning back home</b>	<b>Ismertesse el tanulmányait hazaérkezés után</b>
Get your Transcript of Records (ToR)	Szerezze meg a Kreditigazolást
evaluation of sb/sth	vki/vmi értékelése
delay	késedelem
nature, level, context, content and status of the studies completed	az elvégzett tanulmányok jellege, egymásra épülése, tartalma és státusza
academic career	tanulmányi előmenetel
to be aware of sth (e. g.: the consequences)	tisztában van vmivel (pl.: a következményekkel)
<b>Mobility for traineeships</b>	<b>Szakmai gyakorlatra vonatkozó mobilitás</b>
to conduct a traineeship/work placement	szakmai gyakorlatot végez
enterprise	vállalat/vállalkozás
organization	szervezet
economic and social conditions	gazdasági és társadalmi körülmények
to acquire work experience	munkatapasztalatot szerez
to be an integral part of sth (e. g.: the study curriculum)	vminek a szerves része (pl.: a tantervnek)
criterion (-a)	kritérium (-ok)
trustworthy partners	megbízható partnerek
high quality traineeship providers	színvonalas gyakorlati helyet biztosító szervezetek
independently	önállóan
training centre	képző központ
research centre	kutató/kutatási központ
public institution	közüntézmény
up to 12 months per study cycle	max. 12 hónap per képzés
to carry out and complete the traineeship	szakmai gyakorlatát tölti és sikeresen befejezi
to obtain a degree	fokozatot szerez
to have adequate insurance coverage	van megfelelő biztosítási fedezete
European Health Insurance Card	Európai Egészségbiztosítási Kártya
liability insurance	felelősségbiztosítás
to cover sth (e.g. damages caused at the workplace)	fedez vmit (pl.: a munkahelyen okozott kárt)
accident insurance	balesetbiztosítás
<b>During the mobility period</b>	<b>A mobilitás ideje alatt</b>
monitoring and evaluation plan	monitoring és értékelési terv
to set a grade for the traineeship	a gyakorlatra érdemjegyet állapít meg
to write a final report	megírja a záró beszámolót
to undergo an interview	interjúnak veti alá magát

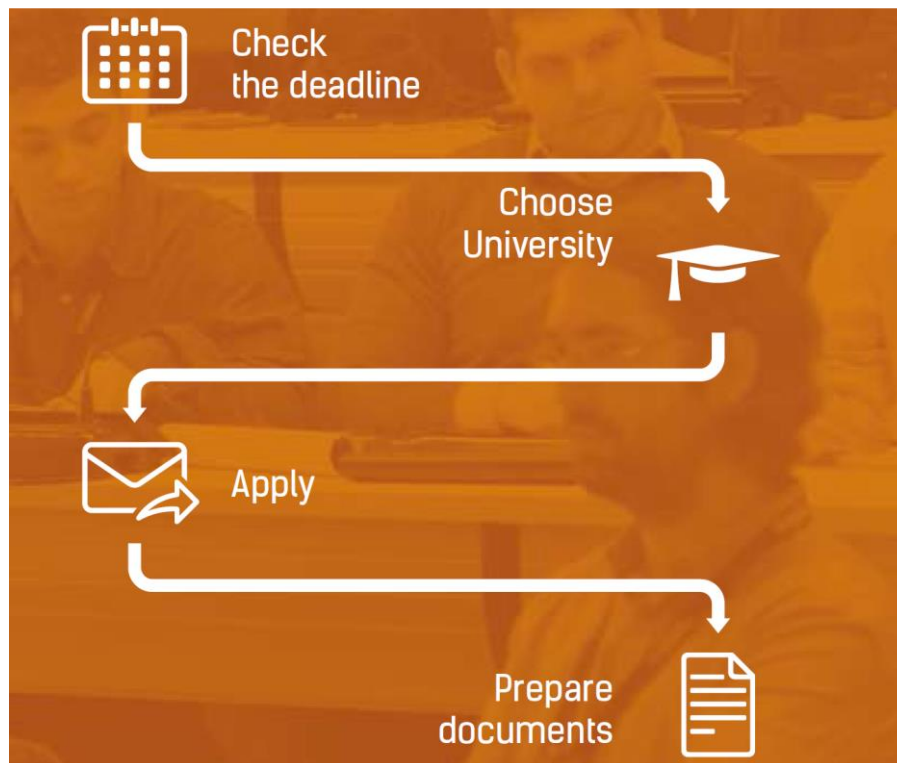


## Part II Topic Based Tasks for Skill Development

### Topic 1: Applying for Erasmus +

Task:

Describe the process of applying for an Erasmus+ Mobility study program in 6-8 sentences.

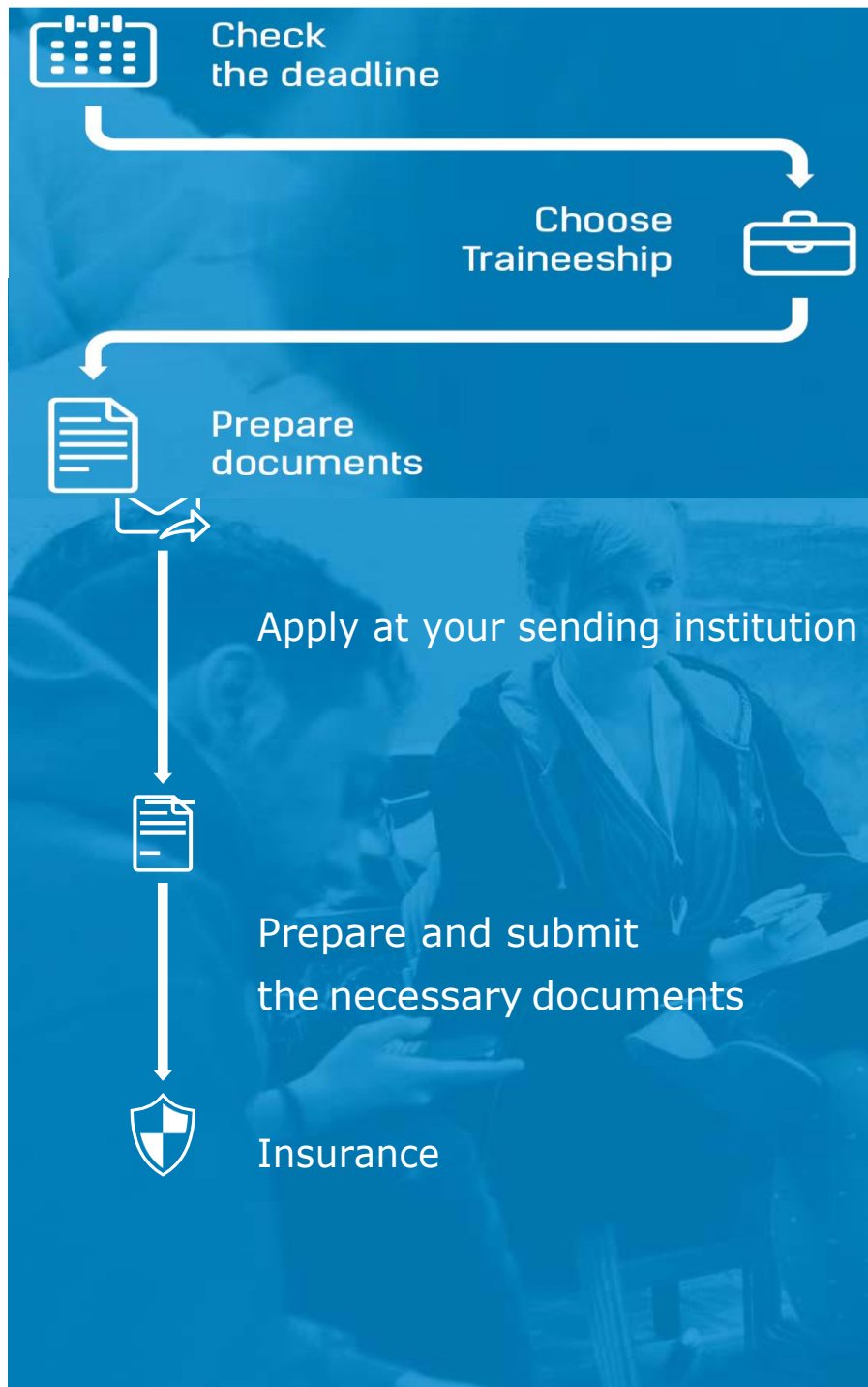




## Topic 2: Application for Traineeship

### Task:

Describe the process of applying for traineeship in 12-15 sentences.





### **Topic 3: Learning Agreement (LA)**

#### **Task 1:**

**Based on the text below, make a list of min. 6 things to do before signing the LA.**

The Learning Agreement has to be signed prior to the study period abroad and includes what courses you will be studying during your period abroad.

To complete the Learning Agreement, you need to choose a range of courses. It is very important that you choose the courses that suit you best, in order to benefit most from the exchange and to get them recognised when you come back. Start by looking at the programme at your sending institution for the semester you want to go abroad. You should find courses (or other components) that will allow you to learn something that is comparable with what you would have learnt if you followed other components from your home degree. They do not have to match, but they have to be comparable as a group.

Afterwards you will have to visit each professor that is teaching one of the obligatory courses to make sure they agree with your selection. This step is crucial to avoid problems with recognition when you return from your studies abroad.

Pay attention to the schedule of the courses at the receiving university. Usually Erasmus students are allowed to choose from a variety of courses from different years, subject and faculties. Therefore, it might happen that some of the courses you would like to take will overlap. To avoid this situation and future changes in the Learning Agreement, make sure you check the timetables before you make a final decision upon the courses.

Before going abroad make sure to understand what happens in case you do not pass all courses at the receiving institution. Consult with your International Relations Office before going abroad. Each Institution has different regulations.

Check if you have enough ECTS in your Learning agreement. Most institutions that apply ECTS publish their course catalogues with a description of credits for each of their courses. As some institutions use different scales to measure the workload of a course you will need to ask the institution how to transfer them into credits.

Most institutions use ECTS, which is the recommended credit transfer system. However, a range of institutions still uses ECTS together with a national system of credit calculation. You need to check if your university is using ECTS only, or combines it with its own system. In the latter situation, your ECTS credits will be transferred and re-calculated. Ask the person responsible for the credit transfer to support you with the conversion from the national system into ECTS. Make sure that you have enough credits after the conversion.

Ask about the system of grade transfer at your institution. The grading systems vary greatly at different Higher Education Institutions in Europe. It is really important that the transfer of grades is transparent, as sometimes grants or other benefits may depend on your level of performance during the exchange. Inform yourself sufficiently about the grade conversion to not run into problems after returning back home. Ask your Erasmus coordinator to provide you with the conversion table and to explain it thoroughly.

Collect the necessary signatures for your Learning Agreement. As every contract it will only be valid if you have all the signatures required. You need the following signatures:

- Your own signature
- Signature of the responsible person at the sending institution
- Signature of the responsible person at the receiving institution (or enterprise/ organisation for traineeship)

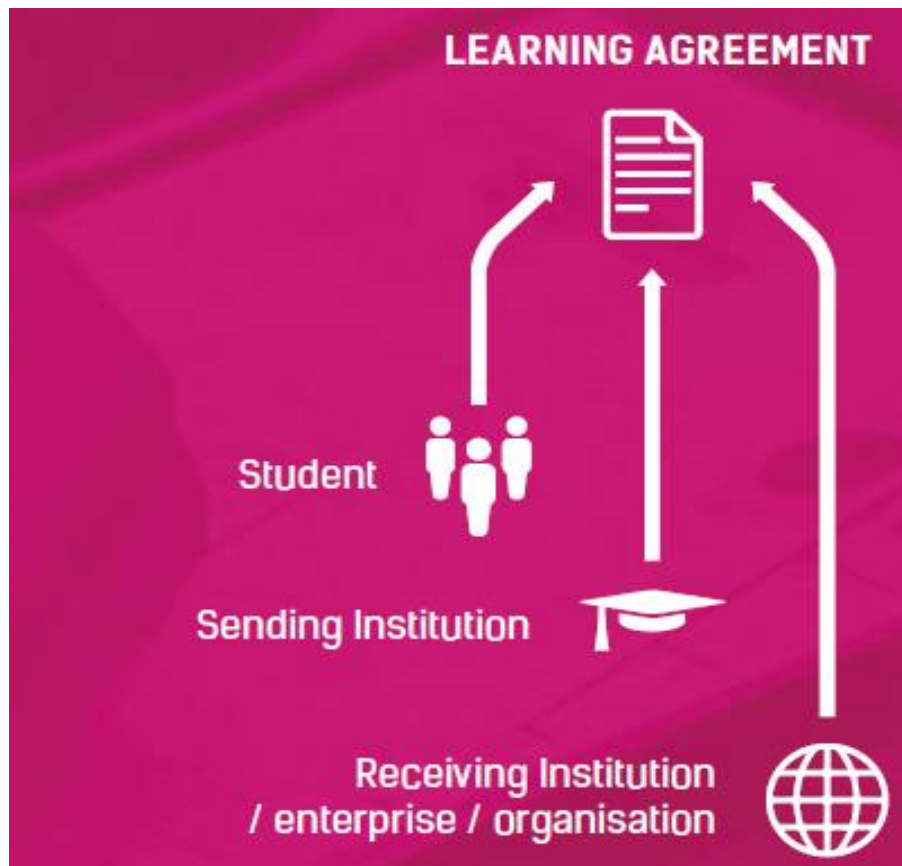
Remember that the Learning Agreement needs to be accepted and signed before your departure so you need to start this procedure as early as possible.





**Task 2:**

Describe the figure below in 5-6 sentences.





#### **Topic 4: Get your recognition after returning home**

**Read the text below and complete the tasks.**

To get your studies recognised you need to get the Transcript of Records (ToR). The Transcript of Records is an important document both for the student and the institution. It consists of two parts:

1. Information by your receiving institution
  - Educational components you have taken abroad
  - Number of ECTS credits
  - Grades you have been awarded in the receiving institution
2. Information by your Sending institution
  - Educational components which have been replaced of your original curricular while you have been abroad
  - Number of ECTS credits
  - If applicable: Converted grades at sending institution

You and your sending institution should receive the first part of the Transcript of Records (ToR) within five weeks after the end of your evaluation at the receiving institution. However, in some institutions the examination process is quite long and therefore we recommend getting the contact of the person responsible for processing it in case there are any delays.

The second part of your ToR will be filled out by your sending institution, usually before the end of the examination period of the semester. If applicable they will convert the grades you received during your studies abroad into the grade system at your sending institution.

All courses from your ToR that were successfully completed and were originally presented in the Learning Agreement should be fully recognized and included as an integrated part of your curriculum. Those courses will be included in your Diploma Supplement – a document which accompanies your graduation diploma. It provides a standardised description of the nature, level, context, content and status of the studies you completed during your academic career.

In case you did not pass all your courses you should be in contact with your International Relations Office. Every institution has different regulations regarding this. Make sure you are aware of the consequences before going abroad.

#### **Task 1:**

**Mark the true (T) and false (F) elements of the statement.**

Getting your recognition after returning home consists of:

1. three parts,
2. only information by your receiving institution,
3. educational components you have taken at your home university,
4. number of ECTS credits at your sending and receiving institutions,
5. only grades you have been awarded in the sending institution
6. educational components which have been replaced of your original curricular while you have been abroad

#### **Task 2:**

**Answer the questions.**

1. What does ToR mean?
2. What are its parts?
3. Who are the parts of the ToR filled out by and when?
4. What is the Diploma Supplement?
5. What information from the ToR will be included in the Diploma Supplement?





## **Topic 5: Residence Permit**

**Read the text below and complete the tasks.**

According to the Immigration regulations, from January 1st, 2006, international students have to apply for a residence permit not later than 30 days before the expiry date of their previous visa or residence permit. There are four basic terms to have the document: student status, the residential background, financial background, and the conditions of leaving Hungary. Important! Every document that you provide when applying for the residence permit must be original or authenticated by the issuer, or a public notary.

Students travelling to Hungary from countries with type D1 (student) visa requirement are expected to apply for and obtain the visa at the Hungarian Embassy or Consulate of their home country before their departure. Citizens of the EU/EEA member states and of certain other countries may travel to Hungary without a visa and may stay there for a maximum period of 90 days.

Students travelling to Hungary from non-EU and non-EEA countries should be aware that issuing the residence permit and a temporary student card takes several weeks. To make the administrative procedure simpler and faster, they should start the application process for residence permit already at the Hungarian Embassy or Consulate of their home country prior to departure; the application for residence permit (for the purpose of studies) must be submitted within 30 days at the locally competent branch office.

Foreign students not residing in a student residence hall have to present the documents supporting the existence of Hungarian accommodation at the Office of Immigration and Nationality.

The residence permit can only be issued till the expiration date of the document supporting the existence of Hungarian accommodation, such as the tenancy agreement/contract, proof that a Commercial accommodation (hotels, hostels) is booked and paid for, proof of staying at a student residence hall, letter of invitation by a person having a permanent home in Hungary and who would provide accommodation, signed with the consent of authorities, or – proof of ownership of a residential dwelling (not more than 30 days old).

Any consequent changes to accommodation should be reported to the local regional directorate (sub-office) of the Office of Immigration and Nationality within 3 days of taking up residence.

### **Task 1:**

**Decide whether the following statements are true (T) or false (F).**

1. International students have to apply for a residence permit not later than 20 days before the expiry date of their previous visa or residence permit.
2. There are four basic terms to have the document: student status, the residential background, financial background, and the conditions of leaving Hungary.
3. Every document that you provide when applying for the residence permit must be original or authenticated by the issuer, or a public notary.
4. Citizens of the EU/EEA member states may travel to Hungary without a visa and may stay there for a maximum period of 60 days.
5. Students travelling to Hungary from non-EU and non-EEA countries should be aware that issuing the residence permit and a temporary student card takes 1 week.
6. Type D1 visa authorizes the student for a single entry into Hungary.
7. International students should start the application process for residence permit already at the Hungarian Embassy or Consulate of their home country prior to departure.
8. The residence permit can only be issued till the expiration date of the document supporting the existence of Hungarian accommodation.



**Task 2:**

**Read the visa application below and write your own one.**

**Date: 12<sup>th</sup> March 2013**

To,

**The Visa Officer  
Consulate General of Egypt  
Mumbai.**

Sub: Visa Application

Dear Sir / Madam,

I Caren Pinto am going on a short term internship to Cairo, Egypt. My internship start date is 7<sup>th</sup> April 2013 and end date is 22<sup>nd</sup> May 2013. I will be leaving Egypt on 23<sup>rd</sup> May. The total duration of my internship is 6 weeks and 4 days. I am going on this internship through the organization AIESEC in Mumbai.

My details are mentioned below

Name	Passport No	Date and Place of issue	Date of Expiry
1) Miss. Caren Pinto	J2272633	02/08/2010 Thane	01/08/2020

I am enclosing the required documents which are related to this trip i.e 6 months Bank statement, confirmed return tickets, invitation letter, passport copy etc

All the above mentioned documents along with my valid passport are enclosed herewith for your reference.

I request your office to kindly grant a **single entry visa** to me.

Thanking you.

Yours faithfully,

Caren Pinto.

[https://www.google.com/search?q=visa+application+samples&client=firefox-b-d&tbm=isch&source=iu&ictx=1&fir=nDidlt\\_olwZIQM%253A%252ChJsOAludz1kfXM%252C\\_&vet=1&usg=AI4\\_-kQWNXPw\\_0YV9TOmfC36TXZvBSZAlw&sa=X&ved=2ahUKewjkjbuvhbfcAhWUolwKHbsdA1IQ9QEwCnoECAUQCQ#imgsrc=JDG3PK6jd19L8M:&vet=1](https://www.google.com/search?q=visa+application+samples&client=firefox-b-d&tbm=isch&source=iu&ictx=1&fir=nDidlt_olwZIQM%253A%252ChJsOAludz1kfXM%252C_&vet=1&usg=AI4_-kQWNXPw_0YV9TOmfC36TXZvBSZAlw&sa=X&ved=2ahUKewjkjbuvhbfcAhWUolwKHbsdA1IQ9QEwCnoECAUQCQ#imgsrc=JDG3PK6jd19L8M:&vet=1)



## **Topic 6: Health care and Insurance**

**Read the text below and complete the tasks.**

In Hungary, first aid and emergency medical care are free for foreigners, in other cases you have to pay for the treatment. On the basis of specific agreements, parties to such agreements provide entitlement to a range of health care services on a mutual basis for their nationals during their stay in these countries. The document certifying the entitlement is the passport only.

Citizens and/or residents of 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. Most health care providers have established price lists that can be consulted before the treatment.

If you participate in an international student exchange programme or study at a state-run institute, you are entitled to free medical care. Based on the valid agreement between the host and the home universities, you are allowed to use the facilities of the Hungarian social security system.

EU citizens are insured on the basis of the European Health Insurance Card (EHIC) when they are in another member state and are, from the point of view of social security, entitled to the same rights and have the same obligations as citizens of the host country. Non-EU students may be entitled to health care services only if they sign an Agreement with the Hungarian Health Insurance Fund.

In possession of your residence permit and your attendance certificate, please contact the local Health Insurance Fund. If you study in Hungary independent of any placement, you can take out health insurance with the Health Insurance Fund at a cost of 30% of the local minimum wage.

### **Task 1:**

**Answer the questions:**

1. In which case is health care free for foreigners?
2. Citizens of which countries have to pay full price for the health care services rendered in Hungary?
3. Why doesn't the Hungarian National Health Insurance have influence on the amount of fee charged?
4. Which international students are entitled to free medical care?
5. On which basis are EU citizens insured, when they are in another member state?
6. What should Non-EU students do if they would like to use health care services?
7. What should be done if somebody is studying in Hungary independent of any placement?



**Task 2:**

**Read the text below and name 2 insurance options for preparatory students.**

<https://www.studying-in-germany.org/health-insurance-germany-guide/#health-insurance-for-exchange-students>

**Health insurance for preparatory course students**

Do you need to take a preparatory course before you start university in Germany? You must have health insurance.

Many German universities require you to enrol in a preparatory course and pass the final test before you can begin studying and attending lectures in the normal university program. This depends on your education and in some cases, preparatory courses are not required.

If the international office of the university you're planning to study in has instructed you to come to Germany to first take a prep course, they surely mentioned you need to have health insurance in addition to the rest of the required application documents.

The German law requires you to have insurance, and you can pick a private plan depending on your needs. You can't get insured under the public health insurance plan as a preparatory course student.

Some companies have custom-tailored plans for foreign students and can have you covered for the full duration of your preparatory course, with the option of extending your insurance in case you stay in Germany to continue your studies.



## **Topic 7: Accommodation**

**Read the text below and complete the tasks.**

The issue of international student housing is surely of key importance. Students have several choices. Sometimes, the hosting institution arranges accommodation for you or at least supports you with that. The receiving universities have student residences but according to your needs, profile and budget you also have private rooms and hostels available.

Make sure that you inform yourself about the housing situation in your ERASMUS destination. In many cases, you can most easily arrange the accommodation, when you are already at your study destination. Extensive use of the internet can help a lot – many useful things can be found on Google or even on Youtube. Important: booking accommodation without having a look at it first is not recommended.

Some useful tips:

- booking the university dorm (if there is one) or some temporary accommodation, e.g.: a cheap hostel by the university just for one month or if it is possible just a few weeks, and once you are there you can decide to stay there or find something more suitable to your needs;
- finding a lot of numbers or mails of people who rent a flat or a room when you are still in your home country;
- using the first week or month to get accustomed with the city centre – university area and your schedule to get an idea about what will you be doing during your days; e.g.: for those who do not have many classes, it becomes useless to rent a flat close to the university;
- trying to find as many people as possible who are about to leave – they can give you a lot of useful information about their experience.

Important: if you really want to move to a flat select carefully the people you are going to live with in order not to have undesired surprises.

### **Task 1:**

**Find information on the internet about the accommodation situation at UOD and talk about it for 2 minutes.**

### **Task 2:**

**Based on your experience talk about the advantages and disadvantages of living in a dormitory for 2-3 minutes.**



## **Topic 8: ESNcard**

**Read the text below and complete the tasks.**

The ESNcard is the membership card of the Erasmus Student Network. This Erasmus and Exchange student card is a proof of membership in an ESN section and so indirectly of the ESN Network. With more than 50.000 emitted in two years, this card is the reference in Europe for the new global student generations. With the ESNcard not only you'll be able to obtain discounts throughout Europe, but you also will have access to information, culture, mobility, travelling and much more.

### **Who can get the ESNcard?**

The ESN Card is addressed to everyone who is in one of the following situations:

- You have been an exchange student (Erasmus or any other exchange programme)
- You are currently on exchange
- You are an active member of an ESN section.

### **How can I become a holder of ESN Card?**

We'll sell ESN Cards during the orientation week. You'll have to fill in it with personal details, and put a personal picture about you on the surface of the ESN Card. That's why we ask you to bring a picture of size 2.9 cm x 3.5 cm with yourself.

### **Which advantages do I receive in Budapest?**

- Leisure: discounts in parties, bars, clubs
- Trips: discounts in ESN trips
- Accommodation: hostels
- Services: phone cards, car rental, taxis, shops, beauty salon
- Sports: fitness clubs, squash club

Please visit the partner page of the website of your ESN local section or your ESN country to find more information.

The ESNcard is valid for 12 months and only valid with a photo and correct personal data. The card is strictly personal and cannot be used by somebody else than the card holder.

The ESN card consists of several fields; all must be filled in in the process of issuing the card:

- Photo field (size: 2.9 cm x 3.5 cm)
- Name (forename, surname)
- Nationality (in English)
- Date of birth (day/month/year)
- Higher education institution name (sending or receiving institution)
- ESN section (either the issuing section or home section of the card holder)
- Country (home country of the card holder)
- Validity (it's valid for 12 months since the date on the card)
- Card number (unique number of each card)
- Bar code and magnetic bar (a machine-readable code)

### **Task 1: Answer the questions.**

1. What is ESN?
2. Explain the aims of the ESN card.
3. Who can access an ESN card?
4. What discounts can the holder of the card receive?
5. How can a student become a holder of ESN card?
6. How long is a card valid?
7. Is it allowed to use the ESN card of another person?

**Task 2: Give a list in your answer.**

### What fields does the ESNcard contain?





**Topic 9: Financial background, payment, currencies**

**Do your research on the internet and answer the questions below.**

**Task 1:**

How can the financial background of an exchange student required by the Immigration regulations be proved?

**Task 2:**

Describe the currencies and ways of payment in Hungary/ the EU/ your country. Do research and find information on the internet if necessary.

**Task 3:**

A) What kinds of money related documents do you know? Which ones have you used?

B) Do you agree with the statement below? Explain your opinion in 2-5 sentences.

*Exchange students usually think it is worth keeping and collecting all money-related documents.*





## **Topic 10: A Week in the Life of a University Student**

**Read the text below and complete the tasks.**

You'll pack an awful lot into your time at university; so much, in fact, that your three or four years as an undergraduate will be over before you know it. This is particularly clear when you look at the weekly timetable of the average university student and see how much there is to do, both on the academic side of things and socially.

### **Academic life**

The amount of time you spend in lectures will vary depending on the course. It's fair to say that the bulk of your time at university will be taken up with your academic studies, though this won't be to the exclusion of all else. Humanities and sciences, result in very different undergraduate timetables. Your timetable at university gives you a great deal more freedom than at a school.

### **Humanities students**

Humanities students generally have a less structured timetable than science students, because humanities degrees are more focused on private study, which usually revolves around reading books and researching and writing essays. You'll have lectures to attend, interspersed by smaller teaching groups that involve more interaction with the lecturer, such as classes, seminars or tutorials. These are likely to involve academic discussion and group work, and you will probably find yourself having to give a presentation from time to time.

Private study will involve reading and researching from library resources, writing essays and preparing work for classes. Expect to spend a substantial portion of your time in the library. At some universities classes for humanities subjects are groups of eight students and a lecturer, and each person is allotted a week in which they give a presentation and provide handouts for the others to learn from.

### **Science students**

Science students will have more timetabled hours than humanities students. If you're studying a science subject, your academic work is likely to be based more around time in the laboratory learning practical skills, conducting experiments and so on. Lectures also feature significantly in the science degree timetable, and learning is generally more structured, with more tuition scheduled in. Work in your spare time may involve completing problem sheets and preparing for sessions in the lab by reading up on the theory.

Whether you're a science or humanities student, you'll somehow find time to fit a social life around your timetable of academic work. At times you'll wonder how you manage to juggle everything, but where there's a will, there's a way! You'll soon see why university is renowned for teaching you time management skills.

Some of the things also have to be fitted into your weekly schedule, such as meals, sports, daily shopping, shared housework, or a part time job.

### **Task 1:**

1. Give 2-4 differences between the schedules of humanities and science students.
2. Give min. two similarities in their weekly schedules.

### **Task 2:**

Describe your timetable and other activities during a study week.



## **Topic 11: Student Societies**

**Read the text below and complete the tasks.**

Some student societies are easier to get involved in than others. Some are open to anybody, even if you've never done the activity before, while others may have more stringent requirements.

### **Student Union**

The Student Union is the official body that represents students at your university, communicates issues with the university, provides support to students, organises student events and votes on key decisions that will affect the student community. If you feel passionately about making changes to your university, being a voice for your fellow students or having a say in how things are done, you can take your involvement further by trying out to be a student representative.

### **Sports teams**

As you might expect, there will be plenty of sports teams available for you to join at your university, and they'll cater for a range of abilities. Whatever your sport, you're sure to find it represented. A very few sports have a basic entry requirement; rowing, for instance, requires you to be able to swim (and you'll very likely be tested on this).

### **AIESEC**

Another fantastic society to have on your CV is AIESEC, the world's largest youth-led organisation, which has a presence at many universities. Though no longer used, the original name (from which the abbreviation AIESEC comes) is *Association internationale des étudiants en sciences économiques et commerciales* (in English, that means the International Association of Students in Economic and Commercial Sciences).

### **Hobbies**

Why not take the opportunity to learn a new skill? Student societies devoted to hobbies, e. g.: origami, photography, are normally very easy to get into, with no experience required. They're the ideal opportunity to try something new and broaden your horizons.

### **Fan clubs**

Fan clubs devoted to all kinds of things will be a prominent feature on the menu of student societies available to you. These are usually much easier to get involved with, the only requirement generally being to be a fan of Doctor Who, Tolkien or whatever or whomever the society's members are devoted to.

### **Task 1:**

**Decide whether the following statements are true (T) or false (F).**

1. All student societies are open to anybody.
2. The Student Union provides support to students.
3. The Student Union has no right to vote on key decisions that affect the students.
4. All sports have basic entry requirements.
5. AIESEC is the world's largest youth-led organisation.
6. You don't need any skills or experience to join a club devoted to hobbies.
7. To be a fan of a prominent person or film is not enough to become a member of a fan club.

### **Task 2:**

**Find information on the internet about AIESEC and list**

- A) min. 5 core values that AIESEC works to
- B) and min. 2 professional development opportunities it offers.



## **Topic 12: The Benefits of Joining a Student Society**

**Read the text below and complete the tasks.**

Most universities have a diverse range of student societies to suit every taste, and you might be surprised to learn that involvement in these groups isn't just good fun; they teach invaluable life and business skills that will help set you apart from other job applicants after you graduate. Whether you use student societies as an opportunity to pursue a hobby with the excellent facilities that universities often provide at vastly lower costs than elsewhere, or get into the full swing of organising events and end up as president, you're sure to find something that will be enjoyable and look great on your CV. Let's have a look at the many great benefits of signing up.

**De-stress** – it's very important to take some time out from your hectic academic workload; working yourself into the ground will prove counter-productive in the long-run, and you'll do far better in your studies if you're able to approach them feeling relaxed and positive. Student societies are a great way of letting off steam and getting you away from your desk, and that change of scene is vital to your physical and mental well-being.

**CV** – participation in student societies is tremendously beneficial to your CV, as it not only shows you to be an interesting and well-rounded individual, but it also gives you transferrable skills that will be of use in the workplace, such as teamwork or leadership. Employers are thought to look more favourably on someone who can show active participation in a good range of interests than they are at someone who has excellent grades but no social life.

**Make new friends** – student societies are the ideal place to meet like-minded people who share your interests, and are a good source of new friends outside the confines of your Halls of Residence or course.

**Pursue your hobbies** – if you've grown up passionate about a certain hobby, such as horse riding, there's no reason why you shouldn't carry it on at university. There will almost certainly be a society dedicated to it, and if there isn't, you could start your own!

**Exercise** – many student societies and clubs offer a fun form of exercise, notably the sports clubs, so provide health benefits as well. For those who aren't keen on sports, a Rambling Society will get you out in the fresh air on some long walks.

Even if you're worried about balancing extra-curricular activities alongside your studies, it's still worth going along to a few. University is about having fun too!

### **Task 1:**

1. List the student societies at your university.
2. Are you a member of one or more?
3. Talk about the advantages of being a member.
4. Are there any disadvantages? Give your reasons.

### **Task 2:**

Look at the CV template below. Make your own CV based on it.

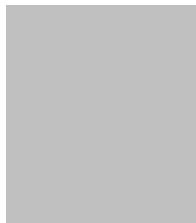
Find the part in which you could put information about your student society membership.



Replace with First name(s) Surname(s)

**PERSONAL INFORMATION**

[All CV headings are optional. Remove any empty headings.]



Replace with house number, street name, city, postcode, country

Replace with telephone number Replace with mobile number

State e-mail address

State personal website(s)

Replace with type of IM service Replace with messaging account(s)

Sex Enter sex | Date of birth dd/mm/yyyy | Nationality Enter nationality/-ies

**JOB APPLIED FOR  
POSITION  
PREFERRED JOB  
STUDIES APPLIED FOR  
PERSONAL STATEMENT**

Replace with job applied for / position / preferred job / studies applied for / personal statement (delete non relevant headings in left column)

**WORK EXPERIENCE**

[Add separate entries for each experience. Start from the most recent.]

Replace with dates (from - to)

**Replace with occupation or position held**

Replace with employer's name and locality (if relevant, full address and website)

▪ Replace with main activities and responsibilities

Business or sector Replace with type of business or sector

**EDUCATION AND  
TRAINING**

[Add separate entries for each course. Start from the most recent.]

Replace with dates (from - to)

Replace with EQF (or other) level if relevant

Replace with education or training organisation's name and locality (if relevant, country)

▪ Replace with a list of principal subjects covered or skills acquired

**PERSONAL SKILLS**

[Remove any headings left empty.]

Mother tongue(s)

Replace with mother tongue(s)

Other language(s)

Replace with language

Replace with language

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	
Enter level	Enter level	Enter level	Enter level	Enter level
Replace with name of language certificate. Enter level if known.				
Enter level	Enter level	Enter level	Enter level	Enter level
Replace with name of language certificate. Enter level if known.				

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user  
[Common European Framework of Reference for Languages](#)



**Communication skills**

Replace with your communication skills. Specify in what context they were acquired.  
Example:  
▪ good communication skills gained through my experience as sales manager

**Organisational / managerial skills**

Replace with your organisational / managerial skills. Specify in what context they were acquired. Example:  
▪ leadership (currently responsible for a team of 10 people)

**Job-related skills**

Replace with any job-related skills not listed elsewhere. Specify in what context they were acquired. Example:  
▪ good command of quality control processes (currently responsible for quality audit)

**Digital skills**

**SELF-ASSESSMENT**

Information processing	Communication	Content creation	Safety	Problem solving
Enter level	Enter level	Enter level	Enter level	Enter level

Levels: Basic user - Independent user - Proficient user  
[Digital competences - Self-assessment grid](#)

Replace with name of ICT-certificates

**Other skills**

Replace with your other computer skills. Specify in what context they were acquired.  
Example:  
▪ good command of office suite (word processor, spread sheet, presentation software)  
▪ good command of photo editing software gained as an amateur photographer  
Replace with other relevant skills not already mentioned. Specify in what context they were acquired. Example:  
▪ carpentry

**Driving licence**

Replace with driving licence category/-ies. Example:  
B

**ADDITIONAL  
INFORMATION**

Publications  
Presentations  
Projects  
Conferences  
Seminars  
Honours and awards  
Memberships  
References  
Citations  
Courses  
Certifications

Replace with relevant publications, presentations, projects, conferences, seminars, honours and awards, memberships, references. Remove headings not relevant in the left column.  
Example of publication:  
▪ How to write a successful CV, New Associated Publishers, London, 2002.  
Example of project:  
▪ Devon new public library. Principal architect in charge of design, production, bidding and construction supervision (2008-2012).

**ANNEXES**

Replace with list of documents annexed to your CV. Examples:  
▪ copies of degrees and qualifications;  
▪ testimonial of employment or work placement;  
▪ publications or research.

### **Part III      Conversation practice**

In this section the visual inputs (photos, videos) are updated in each semester. The previous items will be included in the *Photo gallery* and *Videos* sections in the *Appendix* (Part IV) of this material.

#### **Conversation Input 1: Photos and Videos**

##### **Photo 1**

**Task:** Guess the topic of the picture and give your reasons in 8-10 sentences.





**Photo 2 Taking part in a lecture**

**Task: Talk about the picture based on the statements below.**

This is a seminar.

Hungarian and foreign students are taking part in the lesson together.

The teacher is describing the tasks/problems.

The students are listening actively to the teacher.

The students should make groups and work on the tasks.

Each group has to choose one of the tasks.





**Photo 3 Preparing for the lessons in the library**

**Talk about the sources and services you can use in a library in 10-12 sentences.**







**Photo 4 Improving language skills**

**Talk about the picture including the following key words:**

language knowledge, reading skills, writing skills, active listening skills, text building, speaking skills



### Photo 5 Giving a presentation

**Talk about the picture based only on the points below:**

choosing the topic, determining the purpose, preparation (collecting materials, selecting ideas, outline, selecting visuals)



**Photo 6 Giving a presentation about home country**

**Talk about the picture based only on the points below:**

preparation (collecting information about the target group), making the presentation, practising,  
finalizing the title, checking the equipment, delivering





**Photo 7 After a successful presentation**

**Talk about the advantages of an international class in 8-12 sentences.**





**Photo 8 Taking part in a student conference**

**Explain the reasons for taking part in a student conference based on the statements below:**

1. Through participation in a conference students can develop:
  - social skills
  - communication skills
  - active listening skills
  - presentation skills
  - time management skills
2. The acquired skills help them:
  - to become better in their everyday relationships
  - to start and build a professional carrier easier



**Photo 9 In the Break**

**Explain the importance of relaxing between and after classes in studying efficiently in 10-12 sentences.**



**Photo 10 Mentoring a student**

**Explain mentoring based on the following key words.**

Giving advice on personal and study-related problems, such as:

a) learning difficulties, because of:

- disabilities
- presentation methods of teachers
- too tough requirements
- unfavourable learning atmosphere in class etc.

b) other problems:

- accommodation
- missed classes
- illness
- financial etc.







**Photo 11 Doing Sports**

**Talk about the role of sports in a student's life in 8-12 sentences.**



### Photo 12 The Winners

Talk about the role of success in the self-development of young people in 10-15 sentences based on the statements below.

1. It is important from early childhood as long as we live to have control over several things:
  - what to wear
  - what to do
  - what to share with others
  - which school to choose
  - which profession to learn
  - where to work
  - with whom to build a relationship etc.
2. In the societies people usually relate success to the following things:
  - working hard
  - endurance
  - talent
  - initiative
  - creativity
  - responsibility
3. It is essential to learn to experience success for the development of a person. The steps to it are:
  - to segment the path to success (to make sub-goals)
  - not to be afraid to change the (sub)goal on the way
  - to learn to enjoy achieving sub-goals
  - to be ready to share your success with others
4. It is inevitable for experiencing success to learn to accept in which of our social roles we are:
  - decision makers
  - decision takers





## Videos

### Video 1 Content of the LA - Subject not available

Watch the video and summarise orally the information that you hear in 4-6 sentences.

[https://youtu.be/6Fwr\\_SAGFz0](https://youtu.be/6Fwr_SAGFz0)

### Video2 Modification of Erasmus mobility time period

Watch the video and try to remember its key points. Role-play the situation with a partner.

[https://youtu.be/dVAZ\\_jVQ-QQ](https://youtu.be/dVAZ_jVQ-QQ)

### Video 3 Giving info about registration

Watch the video and explain the registration process in 6-8 sentences.

<https://youtu.be/NtOwdJ-Cik0>

### Video 4 Giving info about extension of scholarship

Watch the video and try to remember its key points. Role-play the situation with a partner.

<https://youtu.be/uOpKYpJZojU>

### Video 5 General info about Erasmus scholarship

Watch the video and based on the key information talk about its topic in 8-10 sentences.

<https://youtu.be/Ta0jEbSigAs>

### Video 6 Problem solving - accommodation

Watch the video and talk about possible problems of living together with others in 10-12 sentences.

<https://youtu.be/LTYv-LycaJk>

### Video 7 Taking part in Christmas party

Watch the video and talk about the celebration of the main events at your university (graduation ceremony, opening of the academic year etc.) in 10-12 sentences.

<https://youtu.be/LTYv-LycaJk>

### Video 8 Mentoring foreign students

Watch the video and talk about the importance of mentors' support especially at the beginning of the mobility period in 6-8 sentences.

<https://youtu.be/ECVdqWYqD-Y>

### Video 9 Enrolling for and changing courses

Watch the video and talk about the modification possibilities of a Learning Agreement in 6-8 sentences.

<https://youtu.be/tpCwx8724M8>

### Video 10 Problem solving - Illness

Watch the video and write your own version of the situation. Then role play it with a partner.

<https://youtu.be/EQw9xBAUAdw>

### Video 11 Meeting a new roommate

Watch the video and talk about possible problems of living together with a representative from another culture in 10-12 sentences.

<https://youtu.be/MsgadaobRRA>



**Guided Conversation Sample 1: Course not available**

**Use the following pattern to make a conversation with the Erasmus Coordinator about the necessity of modifying the Learning Agreement (LA).**

**Exchange Student (ES)**

**Erasmus Coordinator (EC)**

Greet the EC and introduce yourself.

Respond accordingly.

Ask to speak to the person in charge of LA.

Inform ES that you are. Ask ES to explain the problem.

List the subjects in your LA and name  
the two which are not available.

Comfort ES and offer to help him/her  
to find a solution.

Thank for the help and ask EC about  
the possibilities of replacing the subjects  
with the same credit value.

Promise to contact the responsible  
units and persons and to make an  
appointment with them for ES.

Ask EC when you can come back for the answer.

Respond accordingly.



**Guided Conversation Sample 2: After the mobility program**

**Use the following pattern to make a conversation with the Erasmus Coordinator about issuing the Transcript of Records (ToR).**

**Exchange Student (ES)**

Greet the EC.

Ask to speak to the person in charge of ToR.

Inform the EC that you haven't completed one of the courses in the LA. The lecturer has given you an additional possibility to take the exam.

Give the date. Confirm that it will happen before that. But you have a problem: your visa will expire earlier. Ask the EC for help.

Thank for the help and ask EC when you can come back for the answer.

**Erasmus Coordinator (EC)**

Respond accordingly.

Inform ES that you are.  
Ask ES to give the reason of his/her visit.

Ask about the date of the exam.  
Remind ES that it should be completed before the end of the exam period.

Reassure ES and explain that he/she could have a chance of extension of the visa. Explain that you have to enquire at the Immigration Office.\*

Respond accordingly.

*\*Office of Immigration and Nationality*



## **Part IV Key, suggested answers and background material**

### **Topic 1: Applying for Erasmus +**

#### **Suggested answer**

##### **Check the deadline for applications of your sending institution and the eligibility criteria**

Each Higher Education Institution has its own deadline for applications. You should start your preparations by checking all of the deadlines.

##### **Choose the institution where you want to go on exchange**

Things to remember when choosing the institution where you will be studying abroad:

- Check the list of institutions you can go to on the website of the institution or your faculty.
- If necessary consult the International Relations Office or ask the Erasmus Coordinator of your university.
- Check the programme for the semester at your sending institution.
- See what the mandatory subjects are and how many free electives you have.
- Check the study programme in the potential receiving institutions and see if they have comparable learning outcomes.

##### **Apply at your sending institution**

Each HEI has its own application procedure:

- Sometimes you will have to submit your CV and motivation letter.
- In other cases you will have to present yourself in front of a special commission to be chosen.
- Most countries also require a language test or a proof of your language capabilities in form of a certificate.

##### **Prepare the necessary documents**

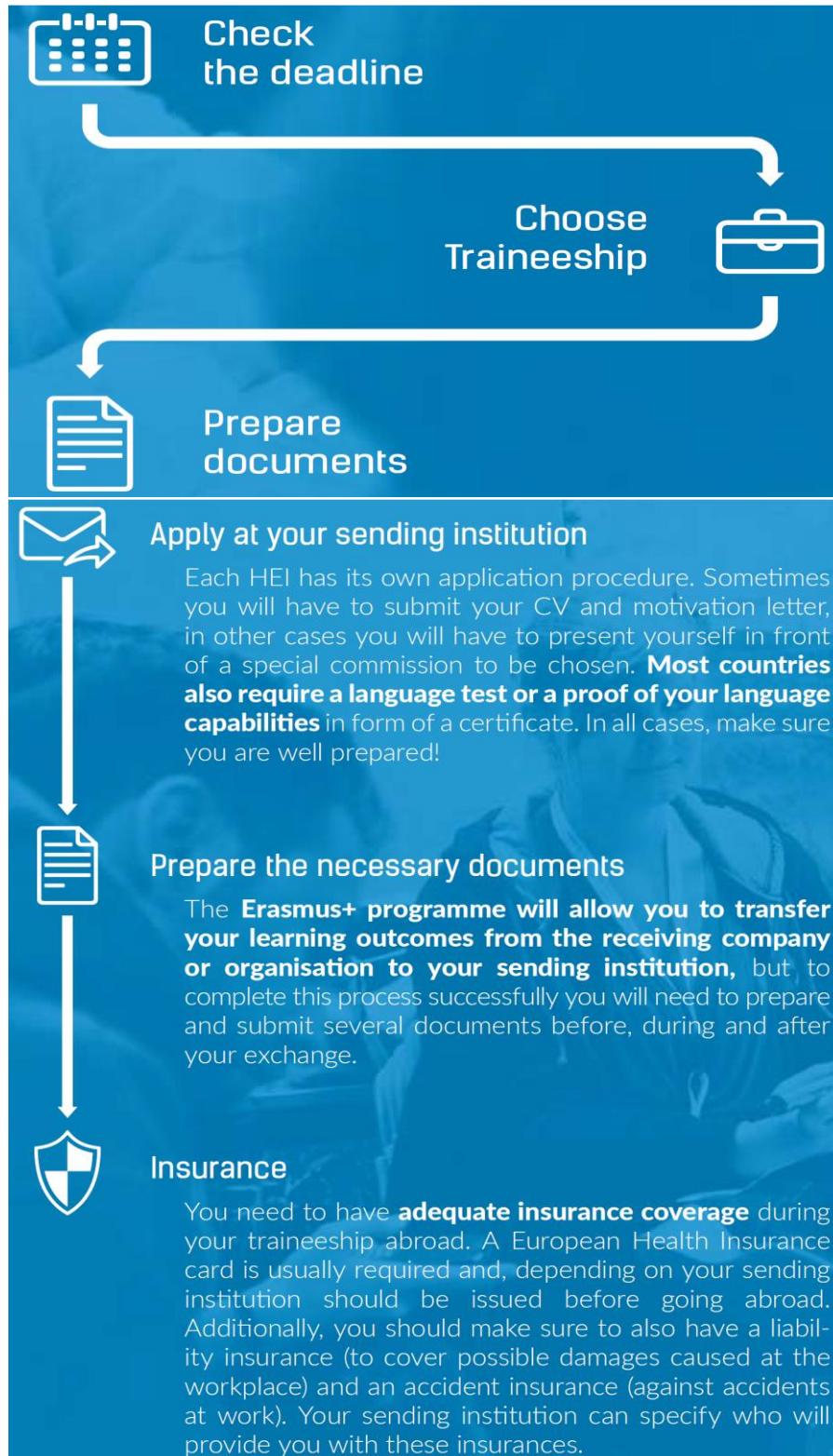
The Erasmus+ programme will allow you to transfer your learning outcomes from the receiving institution to your sending institution, but to complete this process successfully you will need to prepare and submit several documents before, during and after your exchange.





## Topic 2: Application for Traineeship

### Key





### **Topic 3: Learning Agreement (LA)**

#### **Suggested answer**

##### **Task 1:**

1. choose the courses that suit you best
2. visit each professor to make sure they agree with your course selection
3. check the timetables before you make a final decision upon the courses to avoid overlap
4. check if you have enough ECTS in your Learning Agreement
5. ask about the system of grade transfer at your institution
6. collect the necessary signatures for your Learning Agreement

##### **Task 2:**

Once your application to go on Erasmus+ Mobility is approved, all parties need to sign the Learning Agreement: student, sending institution, receiving institution (or enterprise/organisation for traineeship).

### **Topic 4: Get your recognition after returning home**

#### **Key**

##### **Task 1:**

Getting your recognition after returning home consists of:

1. three parts, (F)
2. only information by your receiving institution, (F)
3. educational components you have taken at your home university, (T)
4. number of ECTS credits at your sending and receiving institutions, (T)
5. only grades you have been awarded in the sending institution (F)
6. educational components which have been replaced of your original curricular while you have been abroad (T)

##### **Task 2:**

1. ToR means the Transcript of Records.
2. The first part is about the evaluation of the student at the receiving institution. The second part is about converting the grades received abroad to the grade system at the sending university.
3. The first part is filled out by the receiving institution, usually within 3 weeks after the evaluation of the student. The second part is filled out by the sending institution before the end of the examination period of the semester.
4. It is a document accompanying your graduation diploma.
5. It includes the description of the nature, level, context, content and status of the studies completed by the student during his/her academic career.



## **Topic 5: Residence Permit**

### **Key**

#### **Task 1:**

1. International students have to apply for a residence permit not later than 20 days before the expiry date of their previous visa or residence permit. (F)
2. There are four basic terms to have the document: student status, the residential background, financial background, and the conditions of leaving Hungary. (T)
3. Every document that you provide when applying for the residence permit must be original or authenticated by the issuer, or a public notary. (T)
4. Citizens of the EU/EEA member states may travel to Hungary without a visa and may stay there for a maximum period of 60 days. (F)
5. Students travelling to Hungary from non-EU and non-EEA countries should be aware that issuing the residence permit and a temporary student card takes 1 week. (F)
6. Type D1 visa authorizes the student for a single entry into Hungary. (T)
7. International students should start the application process for residence permit already at the Hungarian Embassy or Consulate of their home country prior to departure. (T)
8. The residence permit can only be issued till the expiration date of the document supporting the existence of Hungarian accommodation. (T)

#### **Task 2:**

Suggested vocabulary

short term internship

duration of sth

to enclose

bank statement

to grant a visa

for reference

rövid idejű gyakorlat

vminek az időtartama

csatol, mellékel

bankszámlakivonat

vízumot kiad

hivatkozásul

## **Topic 6: Health Insurance**

### **Key**

#### **Task 1:**

1. In Hungary first aid and emergency medical care are free for foreigners.
2. Citizens of countries, which are not part of the EEA 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.
3. Because according to the Hungarian legislation, the health care provider can set the fee basically freely.
4. International students participating in exchange programme or study at a state-run institute are entitled to free medical care.
5. EU citizens are entitled to the same rights and have the same obligations as citizens of the host country on the basis of European Health Insurance Card (EHIC).
6. Non EU-students should sign an Agreement with the Hungarian Health Insurance Fund.
7. He/ she can take out health insurance with the Health Insurance Fund at a cost of 30% of the local minimum wage.

#### **Task 2:**

All students must have health insurance. They have two options:

1. public insurance that everyone gets but only covers the basic health-related problems, and
2. private insurance that can be customized depending on their needs.



## **Topic 7: Accommodation**

### **Key**

#### **Task 1:**

##### **Background information (UOD guide)**

UOD offers hostel accommodation to its students and guests. There are 4 hostel buildings of the UOD, where we provide accommodation for nearly 1500 students. The hostels are near the University, and they are newly renovated, European level hostels offering 2, 2+2 and 3+3 beds per rooms with bathrooms. There is a TV and internet access point in every room. On every floor there is a fully equipped kitchenette (fridge, electric cooker, and microwave oven), a community room with TV and an automatic washing machine and dryer.

#### **Task 2:**

##### **Background Information (Student's experience – blog)**

Student dormitories have several advantages, like:

- You can get to know other students (Erasmus or not).
- Usually they are much cheaper.
- You don't need to take care to pay bills of electricity and other stuff.
- You don't need to fight or beg money to your mates whenever it comes the occasion to pay something, from the owner to the shared expenses that usually come to a flat.
- Payments for dormitories are sometimes all in advance, you pay once and you forget about, or sometimes flexible so according to what you may afford at the time.
- Many times cleaning service for the common areas is included in the bill, this means a lot when it comes to Erasmus students just because it is really hard to find mates who can make a turns list and really respect it.
- For those who are really lucky might be included also the change of the bed linens and a security service for the dormitory.

When not to choose a dorm:

- if you are worried about everything belonging to you;
- if you really don't like the idea of having roommates, at all;
- if you are an hygiene-maniac;
- if you don't like the idea of sharing/borrowing stuff, spaces, food and sometimes even money or partners.

## **Topic 8: ESNcard**

### **Suggested answers**

#### **Task 1:**

1. It is the membership card of the Erasmus Student Network.
2. It is a proof of membership in an ESN section. It provides access to information, culture, mobility and discounts throughout Europe.
3. Former and current exchange students, ESN members.
4. The card owner can get discounts in trips, car rentals, sports and fitness clubs etc.
5. An exchange student can become a holder of ESNcard after filling a form where (s)he has to give personal data, the name of the sending or receiving institution, and his/her home country.
6. The card is valid for 12 months.

#### **Task 2:**

The ESN card consists of the following fields: photo, name, nationality date of birth, HEI's name, ESN section, country, validity, card number, bar code and magnetic bar.

Know more at [ESNcard.org/FAQ](http://ESNcard.org/FAQ).



## **Topic 9: Financial background, payment, currencies**

### **Background information**

#### **Financial background of the exchange student**

According to the Immigration regulations, applicants have to prove that they possess the necessary funds to cover the expenses of their stay in Hungary for as long as they are applying for. There is a variety of ways to prove it; this can be documented partly by a written declaration, in which you explain your financial circumstances including the following details: the source(s), the amount, the currency, and the regular basis in case you receive support in cash and deposit it in the bank. In support of your statements you must attach the following documents: If you have a bank account at any Hungarian bank: you have to attach a summarized history of debits and credits on this account, at least for the previous 6 months. The last 6 statements of your account mailed monthly by the bank, or ATM receipts (of the last 6 months) are also acceptable.

#### **Payment of fees at UOD /DUE**

Please, transfer your fees payable in Euro (e.g. tuition fee) to the following Bank Account of DUE:

Bank IBAN account number: HU 21 1000-4885-1000-8016-0013-4637

Bank: Magyar Államkincstár

SWIFT Code: HUSTHUHB

Correspondent Bank: Magyar Nemzeti Bank SWIFT Code: MANEHUHB

In case you need to transfer fees through the NEPTUN System use the following details:

Account number: 10029008-00282723-01120008

Bank account holder: Dunaújvárosi Egyetem Gyűjtőszámla Comment: NK-[Neptun code] [Student's name]

#### **Currency**

The official currency of Hungary is the Forint (Ft, HUF).

Coins: 5, 10, 20, 50, 100, 200

Banknotes: 500, 1000, 2000, 5000, 10000, 20000

In certain places you will see prices quoted also in Euro (EUR) for comparison. Most of the places accept major credit cards (Visa, American Express, Mastercard, Eurocard, etc.). Money can be transferred at post offices and banks.

#### **Banks**

All major credit cards are widely accepted throughout Hungary. All banks have ATMS where you can withdraw money 24 hours a day.

Banking hours: open Monday to Friday. All banks are closed at weekends and on public holidays. Usually they are open from 8 a.m. to 4 p.m., except Fridays, when they are open till 3 p.m.

OTP Bank, Dózsa Gy. st. 2. +36 25 555400, <http://www.otpbank.hu>

K&H Bank, Vasmű st. 39. +36 25 510010, <http://www.khb.hu>

ERSTE Bank, Dózsa Gy. st. 2./a. +36 25 401701, <http://www.erstebank.hu>

CIB Bank, Dózsa Gy. st. 2. +36 25 510210, <http://www.cib.hu>

#### **Discounts**

The student card provides you discounts at museums, sport establishments, libraries, at some cinemas, bookshops, hotels, and on the public transportation. (On trains and coach buses, you will get a 50% discount.). You have to take the card with yourself wherever you go to certify that you are a student if necessary.

#### **Advice**

It is worth keeping and collecting all money-related documents, like monthly bank statements, currency exchange statements, spot cash statements, ATM receipts, and Western Union certificates to avoid complications.





## **Topic 10: A Week in the Life of a University Student**

### **Suggested answer**

Humanities:

- less structured timetable than science students
- more focused on private study
- smaller teaching groups
- more interaction with the lecturer

Science:

- more timetabled hours
- more focussed on lectures
- more practice oriented laboratory classes

## **Topic 11: Student Societies**

### **Key, suggested answers**

#### **Task 1:**

1. All student societies are open to anybody. (F)
2. The Student Union provides support to students. (T)
3. The Student Union has no right to vote on key decisions that affect the students. (F)
4. All sports have basic entry requirements. (F)
5. AIESEC is the world's largest youth-led organisation. (T)
6. You don't need any skills or experience to join a club devoted to hobbies. (T)
7. To be a fan of a prominent person or film is not enough to become a member of a fan club. (F)

#### **Task 2:**

A) AIESEC works to the following core values:

- Striving for excellence
- Demonstrating integrity
- Activating leadership
- Acting sustainably
- Enjoying participation
- Living (embrace) diversity

B) AIESEC offers:

- personal development,
- volunteering opportunities
- work placement opportunities.

## **Topic 12: The Benefits of Joining a Student Society**

### **Possible answer (UOD)**

#### **Task 1:**

1. High-tech Club (HTC), Kerpely Antal Computer Special College (KAC), World of Challenge (W.O.C), Technical Professional Special College, Technical Management Special College, Pedagogic and Communication Special College
2. Yes or no.
3. Possibility to acquire skills and competences necessary for business and everyday life, practice hobbies using the facilities of the university at low costs.
4. Some students join the societies only to have fun and ignore the possibility to acquire additional skills which could help them get better chances at the labour market.





**Task 2:**  
**Example:**



Curriculum Vitae

PERSONAL INFORMATION

Betty Smith

32 Reading rd, Birmingham B26 3QJ United Kingdom

+44 2012345679 +44 7123456789

smith@kotmail.com

AOL Instant Messenger (AIM) betty.smith

Sex Female | Date of birth 01 March 1975

JOB APPLIED FOR

European project manager

WORK EXPERIENCE

August 2002 – Present

**Independent consultant**

British Council  
123, Bd Ney, 75023 Paris (France)

Evaluation of European Commission youth training support measures for youth national agencies and young people

March 2002 – July 2002

**Internship**

European Commission, Youth Unit, DG Education and Culture  
200, Rue de la Loi, 1049 Brussels (Belgium)

- evaluating youth training programmes for SALTO UK and the partnership between the Council of Europe and European Commission
- organizing and running a 2 day workshop on non-formal education for Action 5 large scale projects focusing on quality, assessment and recognition
- contributing to the steering group on training and developing action plans on training for the next 3 years. Working on the Users Guide for training and the support measures

Business or sector European institution

October 2001 – February 2002

**Researcher / Independent Consultant**

Council of Europe, Budapest (Hungary)

Working in a research team carrying out in-depth qualitative evaluation of the 2 year Advanced Training of Trainers in Europe using participant observations, in-depth interviews and focus groups. Work carried out in training courses in Strasbourg, Slovenia and Budapest.

EDUCATION AND TRAINING

1997 – 2001

**PhD - Thesis Title: 'Young People in the Construction of the Virtual University', Empirical research on e-learning**

Brunel University, London United Kingdom

1993 – 1997

**Bachelor of Science in Sociology and Psychology**

Brunel University, London United Kingdom

- sociology of risk
- sociology of scientific knowledge / information society
- anthropology
- E-learning and Psychology
- research methods



PERSONAL SKILLS

Mother tongue(s) English

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
French	C1	C2	B2	C1	C2
German	A2	A2	A2	A2	A2

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2: Proficient user  
[Common European Framework of Reference for Languages](#)

Communication skills

- team work: I have worked in various types of teams from research teams to national league hockey. For 2 years I coached my university hockey team  
- mediating skills: I work on the borders between young people, youth trainers, youth policy and researchers, for example running a 3 day workshop at CoE Symposium 'Youth Actor of Social Change', and my continued work on youth training programmes  
- intercultural skills: I am experienced at working in a European dimension such as being a rapporteur at the CoE Budapest 'youth against violence seminar' and working with refugees.

Organisational / managerial skills

- whilst working for a Brussels based refugee NGO 'Convivial' I organized a 'Civil Dialogue' between refugees and civil servants at the European Commission 20th June 2002  
- during my PhD I organised a seminar series on research methods

Computer skills

- competent with most Microsoft Office programmes  
- experience with HTML

Other skills

Creating pieces of Art and visiting Modern Art galleries. Enjoy all sports particularly hockey, football and running. Love to travel and experience different cultures.

Driving licence

A, B

ADDITIONAL INFORMATION

Publications

'How to do Observations: Borrowing techniques from the Social Sciences to help Participants do Observations in Simulation Exercises' Coyote EU/CoE Partnership Publication, (2002).



## PART V References

### Part I Background Knowledge and Vocabulary Development

Text 1 Checklist for exchange students

<https://kamu.uef.fi/en/student-book/checklist-for-new-students/>

Text 2 Documents to know I <https://esn.org/studentguidebook>

Text 3 Documents to know II <https://esn.org/studentguidebook>

Text 4 Health insurance for exchange students and international doctoral candidates

<https://www.studying-in-germany.org/health-insurance-germany-guide/>

Text 5 The budget <https://www.orientaeuro.be/7-steps-to-prepare-your-erasmus/>; <https://www.oxford-royale.com/articles/truths-university-life.html>

Text 6 University study skills <https://kamu.uef.fi/en/student-book/university-study-skills/>

Text 7 The truth about university life every applicant should remember I <https://www.oxford-royale.com/articles/truths-university-life.html>

Text 8 The truth about university life every applicant should remember II <https://www.oxford-royale.com/articles/truths-university-life.html>

Text 9 Welcome guide [https://www.ipleiria.pt/wp-content/uploads/2015/03/TipsGuide\\_2017.pdf](https://www.ipleiria.pt/wp-content/uploads/2015/03/TipsGuide_2017.pdf)

Text 10 Ten benefits of studying abroad I <https://www.internationalstudent.com/study-abroad/guide/ten-benefits-to-studying-abroad/>

Text 11 Ten benefits of studying abroad II <https://www.internationalstudent.com/study-abroad/guide/ten-benefits-to-studying-abroad/>

Additional vocabulary

### Part II Topic Based Tasks for Skill Development

Topic 1 Applying for Erasmus <https://esn.org/studentguidebook>

Topic 2 Application for Traineeship <https://esn.org/studentguidebook>

Topic 3 Learning Agreement <https://esn.org/studentguidebook>

Topic 4 Get Your Recognition after Returning Home <https://esn.org/studentguidebook>

Topic 5 Residence Permit <http://www.uniduna.hu/en/visa-and-residence-permit>; *Guide, University of Dunaújváros, 2016*

Topic 6 Health Insurance <http://studyinhungary.hu/living-in-hungary/menu/formalities/health-care-and-insurance.html>

Topic 7 Accommodation <https://www.bachelorsportal.com/articles/350/erasmus-exchange-important-things-to-know-about-accommodation.html>

Topic 8 ESN card <https://esn.org/esncard>

Topic 9 Financial background, payment, currencies. *Guide, University of Dunaújváros, 2016*

Topic 10 A Week in the Life of a University Student <https://www.oxford-royale.co.uk/articles/week-life-university-student.html>

Topic 11 Student Societies <https://www.oxford-royale.com/articles/student-societies-guide.html>

Topic 12 The Benefits of Joining a Student Society <https://www.oxford-royale.com/articles/student-societies-guide.html>

### Part III Conversation practice

Conversation input 1: Photos and Videos

Conversation input 2: Recorded Situations

Guided Conversation Sample 1: Course not available

Guided Conversation Sample 2: After the mobility program

### Part IV Key, suggested answers and background material