

MCDANIEL COLLEGE BUDAPEST

STUDENT HANDBOOK

2023-2024 (Last revised October 2023)



YOUR ARRIVAL AT THE BUDAPEST CAMPUS OF MCDANIEL COLLEGE means the beginning of a new academic experience in an exciting city. During your time of study here, you will have the opportunity to learn much about the academic life of an American college and about the cultural life of Central Europe. McDaniel students come from many different countries, but together they share the opportunity for a rich life inside and outside the classroom. With the variety of courses available in an American liberal arts college, and the many extracurricular activities made possible by a major European capital city like Budapest, one of the first things you must learn to do is to use efficiently the resources at hand, and to manage wisely your time.

The *Student Handbook* is intended to provide you with helpful information about the College and about city life, and referring to it might, indeed, provide you with resources, and save you time.

Dr. Matthew Adamson
Director of Academic and
Student Affairs

Dr. Christopher Cox
Director of Academic and
and Institutional Development

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Mission Statement and the First Principles

McDaniel College is guided in Maryland and in Budapest by its Mission Statement and its First Principles.

Our Mission

McDaniel College is a diverse student-centered community committed to excellence in the liberal arts and sciences and professional studies. With careful mentoring and attention to the individual, McDaniel changes lives. We challenge students to develop their unique potentials with reason, imagination, and human concern. Through flexible academic programs, collaborative and experiential learning, and global engagement, McDaniel prepares students for successful lives of leadership, service, and social responsibility.

Our First Principles

We strive to place students at the center of a humane environment so that they may see and work toward their personal goals while respecting others and sharing the responsibility for the common good. McDaniel College believes that liberally educated men and women think and act critically, creatively, and humanely. They take charge of their lives and develop their unique potentials with reason, imagination, and human concern. They take their place in the global community, understanding their responsibilities to aid individuals and to contribute to the larger society. McDaniel College accepts the challenge to provide an academic and social environment that promotes liberal learning.

In the classrooms, in the residence halls, in the laboratories, on the playing fields, and in the lounges, McDaniel College works to live out these *First Principles* to support our vision of our college community.

- We provide a foundation of knowledge about the past and present so that students may be informed about the world.
- We provide various approaches to knowledge and personal achievement so that students can think critically about, respond creatively to, and form sensitive, intelligent decisions concerning the world and its future.
- We provide instruction in fundamental skills so that students can express themselves for their own satisfaction and to the larger community.
- We provide solid and respected professional programs for the committed student, and, more important, we provide a liberal arts education as an integral part of professional training so that students will be more flexible, more successful, and happier in the world of work.

Academic Program

Academic Guidance Bulletin

The leading, complete guide to academic regulations and programs is the *Academic Guidance Bulletin*. (It is in PDF format on the homepage). In it, you can find detailed descriptions of degree requirements, academic programs, the Honor Code, and academic procedures and regulations. For your convenience, several of the most significant of these are summarized below.

Academic Advisors

All students have available to them academic advisors. As you begin your studies, you will meet with Dr. Cox and Dr. Adamson. Later, as you approach graduation, you will also consult advisors in your major area(s) of study to help orient you towards your post-graduation career. These advisors include:

- Dean László Frenyó—General Advising
- Prof. Christopher Cox—General Advising, Communication
- Prof. Matthew Adamson—General Advising, Business
- Prof. Zsófia Görömbei—General Advising, Art
- Prof. Charles McFerren—Business & Economics
- Prof. Tamás Hoffman—Political Science, International Law
- Prof. Zsófia Schindler—Psychology
- Prof. Luis Murillo—Graduate Schools, Career Counseling

You may visit advisors by making an appointment. You may also contact them by email (see **Administration/Faculty** in this booklet, and **Faculty Directory** on the website).

Faculty Room (221) phone: +36-1-413-3047

Courses

Through McDaniel's flexible curriculum, you have the opportunity to study six major fields in depth: *business administration, economics, communication, political science, psychology* and *art history and studio art*. At the same time, certain courses outside your major field are required, permitting you to gain a broad base of knowledge in the areas like history, literature, the natural sciences, and the social sciences. In addition, the First-Year Seminar, the January Term, and the Capstone Experience are courses offering new areas in which to explore your intellectual interests and develop your personal skills. All of the courses and requirements are listed in detail in the *Academic Guidance Bulletin* and on the College website.

McDaniel Commitment

The McDaniel Commitment provides an opportunity for every student regardless of major to engage in strategic, guided exploration and to complete a program of courses and experiential learning that will prepare them for personal and professional success. It has four components—My Place, My Design, My Experience, and My Career—that provide students with a sustained process leading to both the identification of career and life goals and the mapping of a path forward to pursue those goals.

My Place. During the new student orientation students engage in guided self-discovery, community exploration, and academic planning while getting to know their surroundings in Budapest and the College.

My Design. In this 2-credit January term course completed in the first year, students their professional and personal goals and meet other students and professionals from many areas and walks of life. Most students complete My Design during their first-year Jan Term and the course

fulfills the Jan Term requirement when taken during that term. My Design is optional for transfer students.

My Experience. Participation in experiential learning involves the application of classroom knowledge to experiences beyond the classroom setting. Students must engage in at least two experiential learning opportunities and transfer students must complete at least one. Completing additional experiential learning opportunities is encouraged. Participation in My Place meets one experiential learning requirement. The second experiential learning requirement is typically fulfilled by an internship, study abroad, a course with a substantial experiential learning component, or other approved opportunity.

My Career. All students must complete My Career, a one-credit activity typically completed during the final year. My Career guides students through the next steps of their professional career by providing support as they research and identify their next pursuit after graduation (e.g., job market, graduate school, fellowship), prepare for interviews, and write resumes and cover letters.

Independent Studies

An Independent Study allows a student to work one-on-one with a faculty member. Credits are awarded according to the hours spent on the study, in consultation with the faculty sponsor and the College administration. Generally, 37 hours of study work will result in one credit and independent studies resulting in a research paper are worth two credits. To enroll in an independent study you should consult first with Dr. Cox or Dr. Adamson to begin the registration process.

Internships

In addition to learning in the classroom, you will earn credits from work experiences through cooperative programs with local organizations, businesses, and NGOs as well as with the College itself. Internships are sponsored by a faculty member, require registration online in consultation with Dr. Cox and Dr. Adamson, and are ultimately approved by the Dean.

To enroll in an internship, you should first talk to your prospective faculty advisor as well as Dr. Cox or Dr. Adamson. Once you have determined what sort of internship activity you wish to carry out, who will be your contact person and supervisor on-site for the internship, and which professor will serve as your faculty sponsor, you should contact Dr. Cox or Dr. Adamson. Please note that there is a form available online with which you must register the internship. When filling out the form, please consider the following.

1. Although you must enter the number of expected work hours (weeks & hours per week), the credit value of an internship is not solely determined by hours worked. Rather, it is a matter of assessing the academic value of the internship as a whole, with the hours helping us to determine that. What does an internship bring to the student's intellectual and professional development in light of the major or minor area in which the internship is seen as contributing? In what ways does the internship provide novel, significant experience to the student in networking in new professional and service communities? By carrying out the internship, in what ways might the student be contributing to the life of the College community? All of these can come into play when considering the value of an internship. Therefore, please consider this as you fill out your internship forms. The College then makes an assessment of the number of possible credits.

2. One of the greatest indicators of the academic value of an internship comes with the culminating work produced by the student, in the form of a reflection or short research paper (app. 15-2500 words, in agreement with the professor) related to the work and experiences of the internship itself. This value can vary considerably depending on the major or minor in which the internship is listed. Therefore, as you fill out your internship form, please do so with this in mind.

3. All internships must include an on-site supervisor, as well as a faculty sponsor, i.e. someone from the McDaniel College Budapest faculty who will read the work submitted at the end of the internship (see #2) and who will be there if you need guidance or a means of reflection as to what is happening at the internship. Please note who both of these figures will be. If you are not sure about a faculty sponsor, then please consult with Prof. Cox or Dr. Adamson.

The internship must be registered by the Internship Deadline, and no credits for an internship can be earned before the proposal is submitted and approved by the Dean.

Graduation Requirements

Whether they choose to finish their studies on the main campus in Westminster or in Budapest, all students must meet the following requirements in order to graduate:

- Earn an overall 128 credit hours
- Earn sufficient credits in their major/minor
- Satisfy the basic liberal arts requirements
- Complete the requirements of My Commitment
- Pass a January term
- Have earned at least a 2.0 GPA overall
- Have earned at least a 2.0 GPA in their major
- Submit a valid TOEFL score (if English is not one's native language)

The TOEFL-Intensive Semester

TOEFL REQUIREMENT

All students whose native language is other than English are required to pass the TOEFL (Test of English as a Foreign Language) test at an appointed testing center in the 1st or 2nd academic year and attain a score of a minimum of 80* on the Internet-based test (iBT). Students who are required to pass the TOEFL and who do so are exempted from the Foreign Language requirement of the liberal arts program. The IELTS test can also serve to meet this requirement. In case you take the IELTS test, please note you must earn a band score of at least 6.5.

(*A minimum TOEFL iBT score of 77-79 may also be acceptable with a balanced distribution of scores among the four sections of the test, plus the passing of a written and oral exam before the English Proficiency Assessment Committee at the Budapest Campus. In the case of the IELTS test, a minimum band score of 6.0 is required for eligibility for the Budapest campus assessment.)

Completion of the TOEFL requirement is necessary to graduate. It is also a prerequisite for transfer to the main campus of the college.

For students returning for their **Fifth semester without a satisfactory TOEFL score**, the TOEFL-Intensive Semester means:

- They must take two semester-long ESL courses (worth two credits each) as well as the TOEFL preparation course (non-credit).
- They will be allowed to take two regular four-credit courses only.

For students returning for their **Sixth semester without a satisfactory TOEFL score**, the TOEFL-Intensive Semester means:

- They must take at least one semester-long ESL courses (worth two credits each) as well as the TOEFL preparation course (non-credit).
- They will be allowed to take three regular four-credit courses only.

This rule will continue to apply in subsequent semesters until the TOEFL requirement is met.

Students are advised to take the two-credit ESL/TOEFL 1103 Preparatory Course and Intro to Critical Reading to prepare them for the test. A good command of the language is the foundation for a successful performance on the test, but other skills are also required, such as the ability to work under pressure, good organization, efficient management of time, efficient skills in analytical reading, etc. All these skills can be improved by practice. Students are also informed that there is a computer terminal in the College computer lab at which they can practice the test. Please inquire at the IT Office (across the hall from the Computer Lab) to have the proper CD set up.

There are two TOEFL testing centers in Budapest

Budapest, Hungary —
 Fullbright (prometric)
 Bme Building 'z'
 Bertalan Lajos Utca/street 2, 9th Floor
 Budapest 1082 – Hungary

Converzum Budapest —
 Lajos Utca 11-15
 Budapest 1023 – Hungary

If you wish to take the test in your home country or elsewhere, visit www.toefl.org to find out the test locations, the test dates and the address of the regional registration center at which you should register.

Transfer to the Maryland Campus

Living and studying in America provides a unique cultural and educational experience. All degree-seeking students at the Budapest campus of McDaniel College are strongly encouraged to complete one or more semesters at the College's main campus in the United States. The Maryland campus provides assistance in applying for a visa and a range of support services through the Office of International Programs. As a special privilege, all students from the Budapest campus receive a 90% discount off the standard tuition fee of the Maryland campus. It is also possible to transfer to the main campus for the entire two final years of study.

If you have general questions about study on the main campus in America, please consult Dr. Adamson. Once you have decided to transfer to the main campus, you must inform Director

of Academic and Student Affairs, Dr. Matthew Adamson and Director of Academic and Institutional Development, Dr. Christopher Cox.

Dean's List and General Honors at Graduation

The Dean's List recognizes high academic achievement each semester based on the following grade point averages (GPAs):

- **Highest honors**—3.90 or higher semester GPA
- **High honors**—3.70-3.89 semester GPA
- **Honors**—3.50-3.69 semester GPA

High academic performance over the four years of study is recognized at graduation and is recorded on the diplomas and students' permanent records. These honors are:

Summa Cum Laude—3.90 or higher cumulative GPA

Magna Cum Laude—3.70-3.89 cumulative GPA

Cum Laude—3.50-3.69 cumulative GPA

Tuition Payment and the Merit-Based Tuition Reduction Program

Tuition payment is expected before the opening day of the given semester. In addition, students seeking residence permits from the Hungarian immigration authority should note that *McDaniel College Budapest can only provide documents to support the residence permit application only after tuition payment is received.*

Outstanding students who have maintained a high GPA and/or who have entered the College with a record of high achievement in given standardized exams may be eligible for a reduction of their annual tuition. Please check the homepage to learn more: <http://mcdaniel.hu/application-2/fees-expenses/tuition-costs-and-payment/>

Note that to receive any of the discounts listed on the website, the student must complete their tuition payment by the beginning of the semester. If proof of payment of the discounted tuition is not received by the College by the first day of classes, then the student automatically forfeits the discount and must pay the full tuition for the semester in question.

Academic Regulations and College Policies

Class Schedules

The class schedule is posted before the start of each semester's classes. You can check it on the College website and on the main bulletin board. In addition, you can check your personal timetable by logging in to online.mcdaniel.hu.

If you have a schedule conflict you should meet with Dr. Cox or Dr. Adamson. Schedule changes that are due to adding or dropping a course are permitted only if done in the time period shown in the semester calendar, i.e. before the Add/Drop deadline. (See Adding/Dropping a Course) After the Add/Drop deadline—usually the second Friday of each semester—you are no longer permitted to add or drop courses.

Morning classes begin at 8:30 a.m. Lunch break is from 11:45 a.m. to 12:30 p.m.
Afternoon classes begin at 12:30 p.m.

Cancelled Class

If a class has to be cancelled unexpectedly, students in the class will be informed through an email from their professor or from the Secretariat and an announcement will be posted on that classroom door where the cancelled class was supposed to be. A cancellation that affects all classes (due to bad weather) will be announced through the Facebook page, and through a mass email circulated to all students.

Adding/Dropping a Course

Adding and dropping courses is possible during the first two weeks of the semester. In order to add or drop a course from your schedule, you should go to online.mcdaniel.hu and request the change to your schedule. The McDaniel administration will then either accept or reject your request. You are not added to or dropped from a course until your request is considered by the administration.

Please note that in the process of requesting and add or drop, Dr. Cox and/or Dr. Adamson may require you to meet with them to discuss the proposed change. In that event, if you do not attend the meeting or otherwise provide any information they might need, then your request cannot be granted.

Withdrawing from a Course

You may withdraw from a course and receive a grade of “W” on your transcript by doing the following:

- Make a request, in writing, to withdrawal from a course, to both Dr. Adamson and Dr. Cox. The request must include the course code and name. Dr. Adamson and Cox may wish to discuss your request before granting it.
- Submit your request to Dr. Adamson and Dr. Cox before the deadline for withdrawal, which can be found on the Semester Calendar.

If your request is granted, then the course will not be counted in calculating your GPA.

Note: to maintain full-time student status, you must be enrolled for at least 12 credit hours, unless granted an exception by the Dean of the Faculty.

Withdrawal from the College

Students who wish to withdraw from the College during the academic year should give advance notification. Withdrawal without notification will mean an “F” in all courses carried in the given semester. Withdrawal from the College before the deadline for withdrawal from courses results in a “W” for each enrolled course.

Students considering withdrawing from the College after the withdrawal deadline are encouraged to work with professors to complete currently enrolled coursework to the best of their ability. During this period, requests for withdrawal from the college will not be reviewed until after the submission of final grades from the current semester. In exceptional cases, students may wish to consult with the McDaniel administration about the option of an incomplete grade.

Leaves of Absence

Students in good standing who wish to leave the College temporarily for personal or medical reasons may request an official Leave of Absence (LOA). An LOA is temporary and can be

requested for up to two consecutive semesters. In exceptional circumstances, a third semester of an LOA may be approved.

To request an LOA, students must contact the Coordinator of Academic Affairs (Adriána Márton) and ask for an LOA request form. The form must be submitted at least two weeks before the beginning of the semester. It is reviewed by the Academic Assessment Committee of the Budapest campus (i.e. the Dean of the Faculty, the Director of Academic and Student Affairs, and the Director of Academic and Institutional Development). For a medical LOA request, students must submit documentation from a medical provider with the LOA request form. For a personal LOA request, students must clearly explain the circumstances compelling them to request a Leave of Absence.

Students will receive final decisions about LOA requests via email to their mcdaniel.edu address.

Grades and Transcripts

Individual homework and test grades are recorded by the instructor. Mid-term grades are transmitted to the Registrar's office in Westminster and represent a temporary record of a student's performance up to that point. They are replaced by final grades at the end of the semester. The final grade in a course is the official grade recorded in a student's transcript.

If you wish to check your overall academic record, you can do so by logging into the Self-Service page of our Maryland campus website. On this page, you can access your current grades, program evaluations, and academic requirements pertaining to your major. The easiest way to access this page is to login to MyMcDaniel ("the portal," my.mcdaniel.edu) and then click on "Self-Service".

If you would like **an official copy of your transcripts**, you can do so via the "Parchment" system:

Parchment Option 1: from inside MyMcDaniel.edu

Students should go to their quick links and click on Transcripts. Then they will be directed to Parchment, where they can request a digital copy of their official transcript or a hard copy of their official transcript. Either way the transcript costs \$12.00.

An e-mailed version will arrive at its destination in about an hour; a hard copy version will take a minimum of 7 – 12 business days within the U.S. Please allow more time for international delivery.

When you go through your McDaniel account, you don't fill in their address, DOB, etc., this is just taken from Colleague.

Parchment Option 2: from outside the system

Go to www.mcdaniel.edu and under the "alumni" tab, click on "connect."

Then scroll down to "Parchment Ordering Service" and click on that.

Here there is more demographic information to fill out, but you can use your own e-mail address, not McDaniel's.

If you do not have a social security number, just enter "9999" in that field.

For current mid-term and final course grades in Budapest, you should log on to online.mcdaniel.hu. Ask at the Secretariat if you do not know your username and password.

Credit Transfer

Students transferring from U.S. universities can have credits from their previous institution evaluated by having official transcripts sent by their previous institution to the Registrar's Office on McDaniel College's main campus in Westminster, Maryland.

Please have official transcripts sent to:

Attn: Transfer credit evaluation
Registrar's Office, Elderdice Hall
McDaniel College
2 College Hill
Westminster, MD 21157

Or: regoffice@mcdaniel.edu

It will be very helpful for both campuses if you contact Dr. Cox immediately after ordering a transcript sent. Students transferring from non-US institutions will need to have official transcripts evaluated by an outside institution. This outside evaluation is subsequently shared with the Registrar's Office of McDaniel College.

The outside institution which McDaniel College accepts is the World Education Service (www.wes.org)

Here are the instructions for ordering a transfer credit evaluation via WES:

1) When ordering from WES, select McDaniel College but please specify this address (you can edit the address):

Registrar's Office
McDaniel College
2 College Hill
Westminster, MD 21157

Or

regoffice@mcdaniel.edu

2) In the notes, it would help to mention that you are a student on the McDaniel Budapest campus.

3) Please select the WES ICAP package. This sends the verified transcripts along with the transcript evaluation to Westminster, which in turn will be needed for the diploma verification. It should be around 208 USD, more or less, plus 10 USD for delivery.

4) Please be sure to inform Dr. Cox when you have heard from WES that the transcript evaluation has been sent to Westminster. Then I will alert the Registrar's Office so they can evaluate the transcript ASAP.

Satisfactory Progress

At the end of each semester all students' grades are reviewed by the Committee for Admissions, Retention, and Standards. Students whose GPA falls below 2.0 receive a letter of **Academic Warning**. Students who received a letter of Academic Warning in the previous semester and who have shown no significant improvement receive a letter informing them that they have been put on **Academic Probation** and can be dismissed from the College if they do not show improvement. In both cases, the letter describes certain requirements necessary for the student to improve his or her academic status and/or continue studying at the College, such as regular meetings with one of the probationary Study Advisors (either the Director of Academic Affairs or the Director of Administrative Affairs) and an improvement in the cumulative GPA.

A student whose grade point average falls below the limits listed in the following table may be dismissed from the College (see chart below).

Enrollment in semesters	Minimum GPA
1	0.67
2	1.30
3	1.40
4	1.50
5	1.60
6	1.70
7 or more	1.80

For information on Satisfactory Progress standards and financial aid and scholarships, please refer to the Academic Guidance Bulletin.

The Honor System

The Honor System is a code of behavior and a regimen of sanctions that reflects the College's belief that academic integrity is central to the pursuit of knowledge, that it is akin to personal integrity and a social obligation, and that academic dishonesty is as unacceptable as other forms of lying, cheating, and stealing. Violations of the Honor Code include plagiarism (using others' ideas or words without giving them credit), cheating on tests and exams, and knowingly tolerating violations of the Honor Code by others. Instructors also have a responsibility to convey the academic principles of their courses and to reduce the practical possibilities of cheating during tests. The College community believes that students found guilty of violating the honor code should be subject to penalties, including failing a course, or suspension or dismissal from the College.

The Honor System is explained in the First-Year Seminar and each student receives a pamphlet explaining the Honor System (also available on the College website). This pamphlet contains the [Honor Code](#) and gives information about the workings of the Honor and Conduct Board, responsible for reviews of allegations of Honor Code infractions.

Attendance and Absences

The College believes that regular attendance in all classes is important because it is a necessary part of the learning process, and it is a sign of respect for professors and fellow students. Professors keep attendance records and maintain course policies that adhere to the College policy, namely:

- The student's grade begins to drop **after three unexcused absences**, a letter grade per absence over the three-absence limit. Students are advised not to 'use up' their absences early in the semester. In addition, they are advised that professors have leeway to insist on a stricter policy if they decide a course requires it.
- Attendance is expected from the moment a student is enrolled in a course. If, for example, a student has registered for a given course but is not present during the first week of the semester, then those missed classes will count as absences unless otherwise excused by Dr. Cox, Dr. Adamson, or Dean Frenyó.
- Appeals for excused absences must be made promptly. For such an appeal, medical certificates, stamped doctor's notes, and other documents are expected to be submitted to the Secretariat without delay. *Those documents must include the official stamp of a registered physician in Hungary.*
- Students are responsible for making arrangements to make up missed work.

If you miss class because of:

A minor illness (one or two days)

- Contact your professor.
- Make arrangements to make up missed work.

A serious medical problem or accident (five days or more)

- Call the Secretariat to inform the College about your condition. The staff will contact each of your professors.
- After you recover, if you wish to appeal your absence(s), **return to College with verification from a doctor or medical center** regarding your condition and **submit it to the Secretariat**. If the appeal is accepted, it does not excuse you from your academic obligations (including any make-up work) for your classes.
- Meet with each of your professors to schedule the submission missed work.

A family emergency or a personal issue

- Notify the Secretariat or the academic directors. They will notify your professors.
- When you return, speak with the academic directors to report that you are back.
- Meet with each of your professors to schedule the submission of missed work.

Secretariat: +36-1-413-3025

+36-30-338-3720 (Adriána Márton)

+36-30-485-9308 (Henrietta Balázs)

Director of Academic Affairs: Dr. Adamson

+36-1-413-3026
+36-30-495-9420

Director of Academic and Institutional Development: Dr. Cox
+36-1-413-3028
+36-31-7862622

Student Rights and Responsibilities

Having joined an international student body, McDaniel College students are expected to show consideration for the traditions and values of their fellow students. Awareness and respect for differences in race, culture, religion, gender, and sexual orientation are expected inside and outside the classroom.

College policies strictly forbid the consumption of alcoholic beverage and the use of drugs on college premises, including the courtyard.

Smoking is not permitted anywhere inside the College building, and only in designated areas outside in the courtyard. Smokers are not permitted to block the front or back entrances to the building; this is a violation of the fire code and is prohibited.

On both the Budapest and Westminster campuses, students have a number of rights and responsibilities which they should be aware of.

Student Rights

Access to Higher Education—Within the limits of its facilities, the College shall be open to all students who are qualified according to its admission standards. The College's policies prohibit discrimination in admission on the basis of race, color, gender, religion, national or ethnic origin, sexual orientation, and disability.

Classroom Expression—The professor in the classroom and in conference encourages free discussion, inquiry, and expression subject only to the responsibility to maintain order and reasonable academic progress. Students are free to take reasoned exception to the data or view offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled. Disruptive classroom behavior may result in dismissal from class and disciplinary action.

Freedom of Inquiry and Expression—Students and student organizations are free to examine and to discuss all questions of interest to them and to express opinions publicly and privately. They are free to support causes by orderly means which do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations students or student organizations speak only for themselves, and not for the institution.

Student Participation in Institutional Government—As constituents of the academic community, students are free, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. Students may, through their Student Union, formulate and implement policies and may petition the administration for reconsideration of policies.

Grievances—Unless an already established appeals procedure exists, students may petition the College administration for review and reconsideration of a policy decision or implementation. The student should first discuss the issue with the College official responsible for the decision. If the matter is not satisfactorily resolved, the student has the right to appeal.

Honor Code—McDaniel College is committed to the ideals of personal integrity and community honor in all aspects of campus life, including academic endeavors, use of the library and other facilities, and respect for community and personal property. Since the rights of the honest majority must be protected against the actions of individuals acting dishonestly, the Honor and Conduct Board addresses violations within the College community.

Student Media—Student media shall be free of censorship and advance approval of copy. Editors will be free to develop their own editorial and advertising policies and news coverage.

Off-Campus Freedom of Student—College students are both private citizens and members of the academic community. As citizens, the students enjoy the same freedom of speech, peaceful assembly, right to petition and practice religion that other citizens enjoy. As members of the academic community, they are subject to the obligations which accrue to them by virtue of this membership.

Privacy—Except under extreme emergency circumstances (imminent danger of life, safety, health, or property), or as required by law enforcement officials, premises occupied by students and the personal possessions of students will not be searched unless appropriate authorization at McDaniel College is provided. The College reserves the right to gain access to student rooms for the purpose of enforcing College regulations. The College reserves the right to install and operate surveillance cameras in various locations of College property.

Access to and Release of Student Records—McDaniel College complies with The Family Educational Rights and Privacy Act of 1974 (FERPA). In accordance with FERPA, students have certain rights with respect to their education records. For more information, see <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Student Responsibilities

Discipline administered by the agencies of McDaniel College is limited to incidents of student misconduct that adversely affect the College community. Students who attend McDaniel College must recognize that some conduct so exceeds the bounds of permissible behavior that they may be asked to pursue their education in some other environment. Such an individual forfeits all fees that have been paid.

Misconduct taking place off campus in connection with any college-related activity is considered on campus. A college-related activity includes any activity sponsored by, paid for, or supervised by the College or any organization recognized by the College. Any student responsible for misconduct at college related functions is subject to College discipline. The College will hold students accountable under the Code of Student Conduct for acts committed off campus in cases of serious misconduct, conduct that demonstrates flagrant disregard for the rights of others, or conduct that threatens the College's relations with the community.

McDaniel College expects that individuals will respect the rights of others. Students responsible for misconduct may be disciplined. Attempts to commit a violation, conspiracies to commit a violation, or aiding another to commit a violation are causes for College disciplinary action. A student may not avoid College sanctions for an infraction(s) of the Code of Student

Conduct by withdrawing from a class or the College. Standards of conduct apply on campus as well as on electronic media, including cyberspace. The following guidelines, which are not meant to be all-inclusive, indicate types of misconduct subject to College discipline:

1. Dishonesty, such as cheating, plagiarism, violation of the Honor Code.
2. Forgery, alteration, or use of College documents, records, or instruments of identification with intent to defraud.
3. Intentional obstruction or disruption of teaching, research, administration, disciplinary proceedings, or other College activities.
4. Harassment of an individual on College premises or at College supervised functions or College-sponsored functions (including but not limited to harassment or intimidation based on race, creed, gender, disability, sexual orientation, or nationality).
5. Physical or verbal abuse, including sexual assault, or conduct that threatens or endangers the health or safety of any person on College premises or at College-supervised functions or College-sponsored functions.
6. Stealing, concealing, defacing, or damaging, tampering (or intending to or attempting to) with College property or the property of others.
7. Unauthorized entry to or use of College facilities.
8. Possession, use, sale, or distribution of controlled substances (drugs) or drug paraphernalia.
9. Unauthorized possession or use of firearms, ammunition, explosives, combustibles, fireworks, etc. on College-owned or College-supervised property.
10. Setting fires (including candles), tampering with fire-protection equipment, or giving false alarms.
11. Failure to appear on official requests before one of the duly constituted disciplinary agents of the College.
12. Violations of published rules governing College facilities.
13. Disorderly conduct on College-owned or controlled property or at College-sponsored or supervised functions.
14. Lewd, indecent or obscene conduct or expression on College-owned or controlled property or at College-sponsored or supervised functions.
15. Failure to comply with directions of College officials acting in performance of their duties.
16. Violation of the College Alcohol & Drugs Policies.

Some Guidelines to Written Internet Communication at the College

Communicating clearly on the Internet without creating misunderstandings is not always as easy as it appears. Here are some guidelines to consider when emailing professors, administrators, and fellow students.

- Be clear - Make sure the subject line (e-mail) or title (web page) reflects your content
- Be cautious and use appropriate language. If you wonder whether or not your message is too emotional or offensive, don't send the message. Save it and review it later.
- Don't use ALL CAPITAL LETTERS. It's equivalent to shouting or screaming.
- Be brief. If your message is short and concise, people will be more likely to read it.
- Consider how to make a good impression. Your words and content represent you; review/edit your words and images before sending.

- Be selective with what information you put in an e-mail or on a web site. Information on the Internet is very public, and can be seen by anyone in the world including criminals, future employers, and governments.
- Remember you are not anonymous. What you write in an e-mail and web site can be traced back to you.
- Use distribution lists appropriately and with permission.

McDaniel Community: Diversity and Tolerance

The McDaniel College community is one of openness and tolerance, in which every individual deserves the chance to discover their interests and passions, regardless of ethnicity, gender, sexual orientation, national origin, or creed.

McDaniel College Gender/Sex Based Anti-Harassment/Non-Discrimination Policy

In accordance with Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq. and its implementing regulations, 34 C.F.R. Part 106, McDaniel College does not discriminate on the basis of sex in any of the College's educational programming and activities. The College is committed to preserving an educational and employment environment that is free from gender-based discrimination, gender-based harassment, sexual harassment, sexual violence, and relationship violence and stalking in accordance with Title IX, the United States Department of Education and the 2013 Reauthorized Violence Against Women Act. Accordingly, the College maintains comprehensive policies and procedures to ensure that all students, faculty and staff are afforded all of the rights available under Title IX. Inquiries concerning the application of Title IX may be referred to the College's Title IX Coordinator at 410-857-2205 or to the Office of Civil Rights of the United States Department of Education at:

<https://www2.ed.gov/about/offices/list/ocr/index.html?src=oc>

For LGBTQ students who need support in Budapest, here are some starting points. Below are several websites with information for those in search of community and support.

<http://budapestpride.com/>

<https://www.facebook.com/szimpozion/>

<http://www.melegvagyok.hu/szimpozion-association.html>

<http://www.labrisz.hu>

<http://en.hatter.hu/>

Online Information and Writing Resources

Information Literacy

With the advent of the Internet, the student's most pressing task—to find relevant information—has changed considerably. No longer are students tied to or limited by physical access to a library. The *quantity* of accessible information has increased by orders of magnitude. The *quality* of that information has not. Sometimes, quality is high, and sometimes it leaves a great deal to be desired. Finding relevant information, distinguishing the reliable from the dubious, and using reliable information intelligently, are the keys to contemporary university-level education.

McDaniel College has facilitated these steps for its students and faculty in the form of the Hoover Online Library. Every Budapest campus student has access to the Hoover Library's

databases, subject pages, guidebooks, and other information, and learning to do so quickly and efficiently will be crucial to your academic success.

Accessing the Hoover Library

All students and faculty of McDaniel College Budapest receive ID numbers, usernames and passwords that allow them to access all of McDaniel College's online resources, including Hoover Library information resources. (Please see the Secretariat or Director of Academic Affairs for your basic account information.) Once you have your ID number, do not lose it; it will be necessary if you have forgotten your password.

To access the Hoover Library, go to: <http://hoover.mcdaniel.edu/>. Once you have chosen a particular catalog or database, you will be asked to enter your username and password. (To access McDaniel College's other online resources, go to the homepage (<http://www.mcdaniel.edu/>) and click on login.)

Conducting a Search

Once you have accessed the Hoover Library, you will find a number of resources available to you, the two most important sorts of which are:

Subject guides (Look for "Find information by subject.")

These pages are designed to provide a concentration of online resources for students in a given major. They include links to the databases most relevant to each major, and to the best databases, webpages, and other resources online. They also provide tips for choosing appropriate resources and citing them properly, specific to each major.

There are subject guides for all of the Budapest campus majors: Art, Economics & Business, Communication, Political Science, and Psychology, as well as subject guides to the majors of the home campus.

Databases (Look for "Journals and articles in our A-to-Z database list.")

Hoover Library's online resources include access to dozens of the most important electronic databases in the scholarly world, aimed at the arts, humanities, business, and the sciences, as well as a number of the most important multidisciplinary databases. With these databases, you can browse the most important journals in each discipline, and find peer-reviewed articles on your topic of research.

These databases provide a number of ways to conduct a search for sources. Usually, you will have the option of searching by author, title, subject or keyword. There are a number of ways to refine a search, usually available when you click on 'Advanced Search' in a given database:

- by date (aiming for only recently published articles, for example)
- by discipline (in multidisciplinary databases, clicking only on those disciplines relevant to your research)
- by article type (articles, reviews, other notices)
- by availability of article (full-text version vs. citation only)
- by language (English, other languages)

When choosing subject terms and keywords for searches, consider the main elements of the topic you are interested. Who are the main figures involved? What are the main geographical locations? What are the salient historical aspects? What sorts of theoretical terms are most important? Etc. Most of all, bear in mind that the best sources are not necessarily the first ones that appear in a given search. You will need to be patient and review several ‘hits’. Otherwise you risk missing the best sources.

For tips on how to search effectively, you can go to this ‘Research Tips’ page http://hoover.mcdaniel.edu/?page_id=184 as well as all of the Hoover Library’s subject pages.

Ask a Librarian

The Hoover Library provides an online FAQ list as well as an online service for asking questions with librarians available to answer your particular questions. Find it here:

<http://ask.hoover.mcdaniel.edu/>

The Writing Center and Online Writing Tutorials

All McDaniel students, whether they are studying on the main campus or in Budapest, have access to the Writing Center and its Online Tutorial Service. With it, peers help you improve your writing, offering tips that range from advice about sentence structure to help generating an effective thesis statement. The service is free, and, as noted, provided by fellow McDaniel students whose biographies are available on the Writing Center homepage.

To make an appointment for an online tutorial session, please go to:

<https://writingcenter.mcdaniel.edu/online-tutoring/>

Note that you should plan in advance and make an appointment with plenty of time to spare before a given assignment is due. For more information, go to the Writing Center homepage,

<https://writingcenter.mcdaniel.edu/>

Administrative Information and Student Services

Important telephone numbers in Budapest and on campus

Central Emergency Number 112 (in Hungarian, English, German)

Police	107
Ambulance	104
Fire	105
English-language police hotline	+36-1-438-8080
The College	+36-1- 413-3025
Dr. Matthew Adamson	+36-30-495-9420
Dr. Christopher Cox	+36-30-395-6420
Henrietta Balázs	+36-30-485-9308
Adriána Márton	+36-30-338-3720

Student ID Cards

All McDaniel students will receive a student ID card. The card entitles you to certain discounts, such as a student rate monthly transportation pass and student rates at museum and cinemas.

Please note that the College cannot complete the processing of your Student ID card until reception of tuition.

Residence Permits

As a result of Hungary's joining the Schengen zone, whether or not you arrived in Hungary with a student visa, according to Hungarian law, you must obtain a residence permit from the Hungarian Immigration Office.

To obtain your residence permit:

- Check the College website (under Admissions/Entering Hungary) for specific information regarding the process and the documents required.
- If you need help or specific information, see Dr. Christopher Cox (228) or Dr. Matthew Adamson (225).
- Submit your form and all the necessary documents to the Immigration Office.

Your residence permit allows you to travel freely within countries in the Schengen zone. The residence permit must be renewed as needed. Once you have the permit, you should begin your application renewal process at least **one month before your residence permit is due to expire**.

To renew your residence permit:

- **At least three days before your appointment** with the Immigration Office, request a Certificate of Enrollment letter at the Secretariat.
- Have the letter signed by the Dean of the Faculty or the Director of Administrative Affairs.

Note: If your Residence Permit expires at the end of a semester, you must pay the tuition for the upcoming semester before you will be issued a Certificate of Enrollment.

Computer Room, User Name

The Computer Room is located in the basement in B7 and is **open from 8 a.m.- 8 p.m. Monday through Friday**, except when computer classes are in session. (Check the Class Schedule each semester for these times.) In addition, rooms B11 and B12 are study rooms where students may use their laptops.

Reading Room, Public Libraries

The Reading Room is located in Room 205 and offers a quiet place to study between classes. The room is open from 8 a.m. – 6 p.m., Monday through Friday for studying.

You are welcome to use the public libraries in Budapest for a small membership fee (but don't forget to present your Student ID for a reduced price):

Szabó Ervin Metropolitan Library
Budapest, 8th district, Szabó Ervin tér 1.

Library of the Museum of Fine Arts
Budapest, 6th district, Szondi u. 77.

National Foreign Language Library
Budapest, 5th district, Molnár u. 11.

Copying Facilities

Students can use the copying machine located in Room B13. Also, with their activated entrance card, they can print up to 100 pages for free each year. After the limit is reached, more pages can be purchased at 1000 HUF per 100 pages in Room 213.

College Websites

Because of the dual nature of our accreditation and location, McDaniel College Budapest also features two separate online systems: a U.S.-based one (mcdaniel.edu) and a local, Hungarian one (mcdaniel.hu).

When you begin your studies at McDaniel, you will be given a mcdaniel.edu authentication and e-identity, which will allow you to access several important portals and resources via mcdaniel.edu: your advising report (selfservice.mcdaniel.edu, which shows you your progress towards degree); Blackboard (the virtual learning environment for your courses); your official college email (via Microsoft Office); the College library's digital services and collection; and many more.

With your Budapest campus username and password, you can log into the local Hungarian campus website (www.online.mcdaniel.hu) to see the courses you are registered for, your timetable, as well as your mid-term marks and final grades. Please note that it is also possible to add and drop courses on the local, Hungarian website.

The College student newspaper, The Messenger, is frequently updated with both news stories and College announcements. You can find it here: <https://mcdaniel.hu/student-life/themessenger/>

You can keep up with what's happening as well via the campus Facebook page: <https://www.facebook.com/McDanielCollegeBudapest> as well as the student events and announcements page: <http://mcdaniel.hu/home/current-students/>

In addition, review the bulletin board in the main hallway each time you enter the building. The latest information on changes in the class schedule, cancellation of classes, student meetings, and general announcements are posted there.

Health Services

If you feel sick, the 24-hour assistance number **+36-1-461-1590** on the front of your UNIMed card is for an English speaking service. You will be expected to give a few data for identification (your name, passport no. etc). In case of emergency, by using the above assistance number you can get information about where to find the proper general practitioner, hospital or specialist care centre on call.

In the case of elective care, you will have an appointment to see a doctor who will provide the required care (all doctors of our service provider, Semmelweis Egészségügyi Kft, hold office hours at easily accessible locations in central Budapest - you will receive the exact times of availability from the care organiser by telephone or/and email). If the doctor decides that further examinations are needed for your recovery, Semmelweis Egészségügyi Kft will provide an English-speaking assistant for you who will go with you and assist you during the examinations.

If due to an accident or illness you receive emergency care (an ambulance doctor provides you treatment and then you are taken to the nearest hospital on call, or you seek emergency care at the nearest medical service unit on call on your own, which may of course happen to you anywhere in Hungary), the next day or as your condition allows you will have to call the assistance number (+36-1-461-1590) for information about what to do next. In such cases you will be charged for services and the Insurer will refund you the cost of care subsequently against an invoice taking into account policy limits. For more information, see:

<https://semmelweiskft.hu/unimed-unicard>

or http://semmelweis.hu/erasmus/files/2012/11/Unimed_angol-sz%C3%B3r%C3%B3lap_2012_13.pdf

If you need assistance for an emergency, please call one of the Peer Mentors, Adriána Márton (+36-30-338-3720), Dr. Cox (+36-31-7862622), or Dr. Adamson (+36-30-495-9420).

Pharmacies

All prescription and many non-prescription drugs (for example, fever reducers) must be purchased at a pharmacy. Your neighborhood pharmacist might not be able to speak English, but those pharmacies located on major shopping streets do have English-speaking employees. There are emergency pharmacies, roughly one in every district. If a pharmacy is closed it will have a note with the address of the nearest open pharmacy. The following pharmacies are open late and/or all night:

Széna tér Pharmacy

Address: Széna tér 1, District 1

Phone: (+36-1) 225-7830

Óbuda Pharmacy

Address: Vörösvári út 84-86, District 3

Phone: (+36-1) 388 – 6142

Pharma Patika Újpest Pharmacy

Address: Árpád út 67, District 4

Phone: (+36-1) 231 - 0889

Fővám tér Pharmacy

Address: Fővám tér 4, District 5

Phone: (+36-1) 269-9525

Teréz Pharmacy

Address: Teréz krt. 41. District 6

Phone: (+36-1) 311-4439

Három Sas Pharmacy

Address: Baross u. 70-72, District 8

Phone: (+36-1) 313-7210

Elefánt Pharmacy

Address: Pongrác út 19, District 10

Phone: (+36-1) 431-9940

Déli Pharmacy

Address: Alkotás u. 1/b, District 12

Phone: (+36-1) 225 - 0602

Benu Pharmacy

Address: Lehel út 74-76, District 13

Phone: (+36-1) 320-8006

Benu Budapest Thököly Pharmacy

Address: Thököly u. 3, District 18

Phone: (+36-1) 279-6888

Hétkorona Pharmacy

Address: Ady E. utca 122, District 19

Phone: (+36-1) 313 - 7210

Tilia Pharmacy

Address: Görgey Artúr tér 8, District 21

Phone: (+36-1) 278-0608

Career Counseling on the Budapest campus

Career Counseling with Professor Luis Murillo is available on a weekly basis on the Budapest campus. With the career counselor, you can discuss issues such as:

- Choice of majors and minors;
- Potential internships;
- Graduate school options;
- CV building and polishing;
- Cover letters for grad school and job applications
- Tips for interviews
- Your general career interests and trajectory

Professor Murillo's career counseling office hours are posted at the beginning of the semester on the bulletin board. He can be reached at lmurillo@mcdaniel.edu.

Counseling Services

McDaniel College Budapest believes that a student's mental health is just as important as his/her physical well-being. Adjusting to the demands of academic life and a new urban environment can be stressful. Talking with a professional counselor can help you find ways to manage academic pressures, personal problems, and cultural adjustments.

The College provides a counselor, Mr. Levente Somogyi, who is available on campus three hours a week. Mr. Somogyi has experience in multiple countries working with college students of diverse backgrounds, and welcomes students who would like to discuss any of the

issues mentioned above. His office hours and room number are available in weekly circulars and on the bulletin board. During the first hour of services offered, students can drop in; following this, they should make an appointment. All meetings and appointments are strictly confidential.

Levente Somogyi (+36-30-386-9898)

lsomogyi@mcdaniel.hu

For more information about McDaniel's counseling services, please see http://www.mentalhub.hu/index_mcd.html

For those seeking long-term counseling outside the campus setting, the College also retains the services of Ms. Emőke Tapolyai, who has provided numerous services for us for several years. Ms. Tapolyai customarily meets students at her private practice. Fees are determined after the initial meeting according to the student's ability to pay. Again, all appointments are strictly confidential.

Emőke Tapolyai (+36-20-243-5583)

szettevette@gmail.com

For more information about the services, please see <http://www.tapolyaiemoke.hu/index.php/en>

Housing Office

The Student Services Office of College International is located in Room 008 and is open Monday through Friday from 10:00 a.m. - 4:00 p.m. This office is charged with providing information to students throughout the semester about available housing—apartments, rooms to rent—within Budapest. If sometime during the semester you want or need to move, the staff will help you find another place by arranging appointments for you to see a flat. If needed, an English-speaking Hungarian student will be available to go with you to speak with the owner.

Campus Life

Student life on the Budapest campus involves common spaces and common representative organizations meant to providing meetings points, encourage solidarity and understanding, and stimulate common interests and activities.

Club Room

The Club Room, located in the building's basement, is a social space for students to hang out in between classes, as well as a place to organize small-scale student events. It was renovated in Spring 2022 and includes a piano, lounge chairs, and a foosball table. It is a great place to meet up with friends.

Study Room/Student Lounge

You will find Room 205 a good to study during the day. Room 205 is also occasionally used as a meeting and exhibition space or a place screen films. If a student group or club wishes to reserve the room for this sort of activity, then please see Ms. Márton or Ms. Balázs in the Secretariat.

Coordinator of Campus Life

Professor Zsófia Görömbei serves the Budapest campus as its Coordinator of Campus Life. The Coordinator of Campus Life stimulates campus activities, supports the Student Advisory Council, student clubs, and other student organizations, and guides student program planning. In addition, the Coordinator helps identify campus needs and works to promote tolerance, diversity, and solidarity among students.

Prof. Görömbei holds office hours each week to meet with individual student and student groups. Those office hours are announced at the beginning of the semester. You can walk in or make an appointment at zgorombei@mcdaniel.edu.

Student Advisory Council (SAC)

The Budapest campus of McDaniel College has a Student Advisory Council, an organization constituted to give students a voice in the affairs of the College, and to provide them with a means for self-organization. SAC officers include a president, a vice-president, a treasurer, and a communications officer. They are elected every spring. SAC meetings and other activities take place periodically during the semester. An SAC officership requires considerable work and is considered a two-credit internal internship, recorded as GNI-2295. If you are interested, please contact Prof. Görömbei, the Coordinator of Campus Life.

Student Clubs

In coordination with the SAC and in consultation with the Coordinator of Campus Life, students can initiate new clubs to encourage given activities, organize events, pursue common interests, and advocate for common goals and values. At present, the Budapest campus includes clubs devoted to the LGBTQ community, to Photography, and to Yoga. If you are interested in exploring the possibility of a new club, you can approach the members of the SAC as well as the Coordinator of Campus Life to consider the feasibility of your prospective organization and learn about resources involved for support.

Peer Mentors

After your first two semesters at McDaniel College you are eligible to become a Peer Mentor. This activity qualifies as an internal internship at the College, and you will be asked to help both new students and study abroad students get oriented on our campus, occasionally help with SAC events or other kinds of support for campus life. A peer mentorship is worth 2 credits and is recorded as GNI-1195.

Student Ambassadors

Similarly, after your first two semesters at McDaniel College, you are eligible to become a Student Ambassador. This activity also qualifies as an internal internship at the College worth 1-2 credits. Student ambassadors help coordinate and participate in outreach to high schools and other institutions where prospective students interested in McDaniel College are found. They work with Professor Adamson, Professor Cox, and Professor Görömbei to promote the College and engage high school students.

The Student Newspaper

The Messenger is the McDaniel College Budapest student newspaper. It can be found online at <http://mcdaniel.hu/student-life/themessenger/>. It is continuously updated during the semester. Go to it for news and for recent announcements regarding the College and Budapest. (Newspaper Practicum I and II are mandatory for the Journalism and New Media minor.)

All students are welcome to join The Messenger staff or make contributions to the paper. Students can also earn credit while working on The Messenger by taking a graded, two-credit newspaper practicum course.

For more information, please contact the head of our journalism program, Prof. Rob Smyth (rsmyth@mcdaniel.edu).

Open Forums

Periodically during the semester there are extracurricular events: lectures, meetings, contests, hikes, celebrations, film screenings. Check *The Messenger*, the campus website, the bulletin board, and the College social media pages for announcements of these activities.

Sports

The College provides several sports opportunities. In the past, intramural soccer (football) and basketball have on occasion been organized. At present, students have organized a Yoga Club meeting once a week to practice yoga together. Space for sports activities can be reserved on a limited basis in the Veterinary University (Building G), cadder corner from McDaniel. In addition, there are spaces in the city—Városliget (City Park), Margitsziget (Margaret Island), Pillangó utca park, and other city parks—where basketball courts and fields for soccer can be found.

Students can also take advantage of jogging paths, ping-pong tables, and swimming pools available in Városliget (City Park), only minutes away from the College. The premier public jogging path goes around the perimeter of Margaret Island.

If you are interested in organizing or playing a team sport, spreading the word on the Facebook group page is a good way to start. See Professor Réka Ránky (kinesiology and sports training) if you would like to play other sports or are interested in the possibility of organizing other teams.

Administration and Faculty Contact Information

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Director of Academic and Institutional Development

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Where to Go/Whom to See

<i>Question</i>	<i>Whom to See/Where to Go</i>	
General Advising	Dr. Cox	Room 228
	Dr. Adamson	Room 225
Change of Address	Secretariat	Room 222
Change of Major	Dr. Cox	Room 228
Change Schedule	Dr. Adamson	Room 225
	Dr. Cox	Room 228
Computer Help	Géza Nagy Tamas Bálo Zsolt Schmidt	Room B05
Housing	Student Services	Room 008
ID Card	Secretariat	Room 222
Residence Permit	Secretariat	Room 222
Newspaper	Prof. Smyth	Room 221
Tuition Fee, Insurance	Ildikó Ördögh	Room 203



See <http://transitmaps.tumblr.com/post/88279162664/budapest-metro-2014>

The Budapest transportation authority has also created a free, very useful trip-planning app for mobile phones. Look for **BKK FUTÁR** on GooglePlay, MAC App store, and Windows phone.

The City

WHILE YOU ATTEND MCDANIEL COLLEGE you'll come to realize that you will learn nearly as much in the magnificent city of Budapest as you will at the College. From popular and classical music to world-class museums to hiking in the Buda hills, there is always something going on and something to do on weekends. The following section provides some basic information with some basic Hungarians phrases—a *Survival Vocabulary*—that will help you to become familiar with the city.

Emergency Numbers

Central Emergency Number 112
(in Hungarian, English, German)

- police
- ambulance
- fire

English-language police hotline +36-1-438-8080

College +36-1- 413-3025

Dr. Matthew Adamson +36-30-495-9420

Dr. Christopher Cox +36-30-395-6420

Adriána Márton +36-30-485-9308

Also note that in the event of an emergency the peer mentors can be contacted.

For health care and medical treatment, counseling, and pharmacies, please see above.

Safety in the City

McDaniel College Budapest is located in the 7th district of Budapest on the Pest side of the Danube. Budapest has a low rate of violent crimes compared to the United States, but as is the case in every metropolis, you should be careful. Here are a few tips for having a safe, fun time in Budapest.

Do not leave purses or luggage unattended in public places at any time. Be cautious around street vendors and beggars, especially around metro stations. Theft of passports, currency, and credit cards can pose a problem in train stations and on public transportation.

Be aware of pickpockets operating on certain buses, trams, and other crowded public spaces. Prime theft areas involve crowds of people where it is easy to distract the unsuspecting victim.

Try to blend in with locals and be aware of your surroundings.

If you walk home at night, stay in well-lit areas and avoid dark public parks. You are always better off at night travelling around the city and frequenting nightspots in groups. Do not leave your friends alone at a party, in a disco, at a nightclub, or on the street at night.

Avoid the temptation to go to late parties with unfamiliar groups alone.

Beware of a scam involving attractive young people, gullible new students, expensive drinks in a nightclub, and a trip to the nearest ATM to fleece you of your money. The website of the American Embassy provides a list of restaurants where this scam has been witnessed.
<https://hu.usembassy.gov/tourist-advisory-hungary/>

Never appear intoxicated in public—you'll be an easy prey for pickpockets and pick-up artists, especially on buses and other public transportation.

When you are at a club, keep your eye on your drink. If you have any reason to wonder whether someone has dropped something into your drink when you were distracted or not looking, then pour out the drink.

If you are invited to a private party by a new acquaintance, allow yourself time to get to know the person before you accept the invitation.

There is a zero tolerance policy in Hungary on the use, possession, sale and trafficking of narcotic drugs.

If you become inebriated at a party or in public places, you are more exposed to the danger of robbery or assault, including rape and sexual assault. If you are a victim of sexual assault, contact Prof. Görömbei or Prof. Cox immediately. The College will do everything possible to provide the level of support needed and desired by the victim, including prompt medical assistance and police involvement.

Banks, Currency Exchange

ATM machines are available at all banks, on major streets, and in shopping malls. You will receive Hungarian forints (officially written as HUF) at that day's current exchange rate. Beware of the ATM machines designated EURO-NET which are found in many public places and near bars and clubs: they charge very high fees and offer a very low exchange rate for foreign currency. Only use them in a true emergency where you need cash.

Always exchange currency at banks or at designated currency exchange shops. Be sure to take your passport with you when exchanging currency at banks, and keep all receipts for exchanges since you might need to show them when obtaining your residency permit.

Never deal with any individual offering to exchange money on the street—you will be cheated, since these men usually slip less or even worthless money in with the bills they are giving you in “exchange.”

Telephones/Telephoning

For their convenience and safety students are urged to buy a mobile (cellular) phone. A “mobil” (as it is called in Hungarian) can be purchased with a debit card system installed, thus avoiding a monthly contract fee. **Mobile phones can be purchased in phone stores on major shopping streets and in shopping malls.** There are 3 mobile networks in Hungary at the moment:

Telenor: 20

Vodafone: 70

Telekom: 30

Mobile numbers and Budapest landlines have 7 figures. If you want to phone a landline from your mobile or another mobile network, you have to use +36 to switch.

E.g. if you want to phone the school, you have to dial from your mobile the following: +36 1 413 3025

Mail/Posta

The closest post office to the College is next to Keleti Railway Station at Baross tér, but there are also many small branches—look for one in the neighborhood in which you reside. **Look for**



the green and red sign: “POSTA”

Neighborhood post offices are open:

8:00 a.m. – 7:00 p.m. Monday-Friday

Closed on Saturday-Sunday.

The two main post offices near main railway stations are open longer hours:

VI. district Terez körút 51. (**Nyugati Railway Station**)

7:00 a.m. – 8:00 p.m. Monday-Friday

8:00 a.m. – 6:00 p.m. Saturday

VIII. district Baross tér 11/c (**Keleti Railway Station**)

0-24h

Stamps must be purchased at windows; credit cards are accepted at only designated windows, and the best times to avoid long lines are from mid-morning until early afternoon. ATM machines are available in main branches.

Transportation to and from the airport

If you do not have a great deal of luggage, a convenient way to get to the airport at low cost is to take the **airport bus, (BUS 100E)** part of Budapest's public transportation network. Go to either Déak tér or Kalvin tér to catch the bus. Tickets for it cost 900 forints. The trip takes about 35 minutes depending on traffic.

Another alternative is to call the **Airport Shuttle Service**, which will come right to your door. You must call 24 hours in advance, however, to reserve a space: +36-1-550-0000. English-speaking operator will tell you according to your flight schedule when you will be picked up.
<https://www.minibud.hu/en>

You can also order a **taxi** to take you to the airport, and reputable companies (see below) have a set fee that varies depending on if you live in Buda or Pest. Be sure to say that you want the "airport transfer fee" when you call for the taxi. Depending on where you live in the city the fare will usually be between **6,000-9,000 forints**.

Bus, Metro, Tram, Trolleybus

Budapest has a very efficient public transportation system. For example, by metro (subway) you can get from one side of the city to the other in about 15 minutes. The various means of transport (bus, metro, tram, trolleybus) generally run from 4:30 a.m.–11:20 p.m. daily. There are also night buses that run after these hours; their routes are posted at bus stops and the following link:
<http://bkk.hu/en/timetables/>

A **student monthly transportation pass** is the easiest and least expensive way to move around the city. The pass can be bought at all major metro stations and the charge is **3,450 forints**. The pass is good for 30 days; your day of purchase is the beginning of the 30 days. The pass is valid on all means of transportation and for all transfers within the city and its suburbs: metro, tram, bus, trolleybus, and suburban train (HEV).

Single tickets and ticket books can also be purchased. If you have friends or relatives visiting, it is worthwhile to look into the special three-day passes, weekly passes or the tourist passes that also offer discounts at museums and restaurants. These can all be purchased at the major metro stops.

Taxicabs

There are numerous companies that operate throughout Budapest. Rates in Budapest are fixed: Taxis have the word "Taxi" written on them and have yellow registration plates. Do not use a taxi that does not display its company's logo on the car door because the private driver, hoping that you are unaware of the rates, might try to overcharge you!

A sampling of the reliable companies to call:

FŐTAXI +36-20-222-2222
TAXI 4 +36-20-444-4444
Budapest Taxi +36-1-777-7777

Another option is to download the mobile application for ‘BOLT taxi’ and order a BOLT taxi online.

Trains

Budapest has four major train stations from which trains travel to all parts of Hungary and throughout Europe. **Tickets must be bought before boarding the train; it’s best to buy them a day before your trip** since you cannot predict when the lines at a ticket window will be long. The InterCity and EuroCity trains cost a little more but provide assigned seats—good to keep in mind when traveling at popular times like holidays.

Déli Station—Alkotás utca, XII District (Buda)

Take the #61 tram or the red Metro line to the Deli Pályaudvar stop

Keleti Station—Baross tér, VII District (Pest)

Take the #7 bus or the red or green Metro line to the Keleti Pályaudvar stop

Nyugati Station—Teréz krt. 55, VI District (Pest)

Take the # 4 or #6 tram or the blue Metro line to the Nyugati Pályaudvar stop.

Kelenföld Station—XI District (Buda)

Take Metro line 4 to its end stop, Kelenföld.

You can find schedules for trains traveling within Hungary at this website:

<https://www.mavcsoport.hu/en>

Long Distance Buses

International Service

You can often travel around Europe by bus as easily as by train.

If you are under 26 years old you can receive a 50% discount on your ticket to the following cities: Prague, Krakow, Munich, Vienna, and Bratislava.

Some useful websites for international bus travel:

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

www.cseh-busz.hu

Domestic long-distance service

You can also visit the most popular tourist destinations of Hungary by bus. A 50% student discount is also available for domestic trips.

You can buy your ticket from the driver, but it is recommended to buy the ticket before departure at the ticket offices of the main stations.

There are several **bus terminals** in the city, including:

Stadion (domestic service)

Address: XIV. District, Hungária krt. 48-52.

Can be reached with the following public transport: metro 2; tram 1; trolley buses 77 and 80; buses 130, 195 and 95.

Information (M-F: 6 a.m. – 6 p.m. Sat-Sun: 6 a.m.-4 p.m.): +36-1- 220-6227

Népliget (domestic and international service)

Address: IX: district, Üllői út 131.

Can be reached with the following public transport: metro 3; tram 1; buses 254E and 901.

Information (M-F: 6 a.m. – 8 p.m. Sat-Sun: 6 a.m.-5 p.m.): +36-1-219-8086

For ticket and departure information visit these websites:

<http://www.volanbusz.hu/en>

<https://www.eurolines.eu/node>

Shopping

Shopping can be a bit of an adventure for foreigners new to Budapest, due not to the lack of goods, but to the uniqueness of the Hungarian language. Often, you won't be able to identify products from the words on the package since there is no Latin base in the Hungarian language. Also, while sales attendants in large malls often speak English, the people selling goods at small shops or at open-air markets mostly do not. Do not limit yourself to mall shopping, however, for you'll definitely be limiting your Budapest experience. A few basic words will ease your shopping difficulties at some of the most interesting places in the city.

Food

Both supermarkets and small neighborhood convenience stores abound in Budapest and you will come to rely on both. Food stores usually open early and the larger supermarkets stay open into the evening, those at malls usually until 9:00 p.m. Some neighborhood grocery shops are open 24 hours—look for the *Non-stop* sign. Open air farmers' markets are best to visit on Saturday mornings, although many are also open during the week. The **large market hall at Fővám tér** near the Szabadság híd (Freedom Bridge) is a city landmark, contains all kinds of vegetables, fruit, meats, and, fish, and is a good place to show visitors. In all types of food shopping, it is wise to **have your own plastic bags in which to put your purchased foods**. You can always buy a bag at a larger store, but small grocery shops and the open air markets assume you will have your own.

Vegetarian and Vegan Food

Plant-based diets are trendy in Budapest and meat free options are readily available at most restaurants, particularly in the city center. Vegetarian and Vegan restaurants may be found across the downtown area, and can be easily located through sites such as <https://www.happycow.net/> or <https://www.tripadvisor.com/>

Other specialized diets

Please note that kosher food is now readily available again in the Jewish Quarter, and halal food can be found at Middle Eastern restaurants or specialized grocery stores.

Google Food Map:

The College has been keeping track of places to find specialized food and groceries on a google map, and attempting to update this map regularly:

<https://www.google.com/maps/d/u/0/edit?mid=15hyaCB1eI7-DnYB5v6dYvhP8areTUTju&usp=sharing>

Personal items, medicines

The American ‘drug store’ which sells everything from shampoo to dog food is relatively new to Hungary. There are two chains—*Rossmann* and *DM*—that have locations throughout the city. While these stores do stock many international brand toiletries and other personal care items, they sell only a limited selection of medicines. **All prescription and many non-prescription drugs (like pain killers and fever reducers) must be purchased at a pharmacy.**

Museums

Budapest offers great opportunities to see interesting historical and art exhibitions. Here is a sampling of some of Budapest’s finest museums.

Hungarian National Museum

Budapest, Múzeum körút 14-16.

Phone: (1) 327 7700

<https://mnm.hu/en>

Hungarian National Gallery

Buda Palace Buildings A,B,C,D

1014 Budapest, Szent György tér 2.

Phone: +36-20-439-7331

Opening hours: 10 a.m. – 6 p.m.

Closed on Mondays.

www.mng.hu/en

Hungarian Museum of Fine Arts

1146 Budapest, Dózsa György út 41.

Phone: (1) 469-7100

<http://www.szepmuveszeti.hu/main>

Ludwig Múzeum (Museum of Contemporary Art)

1095 Budapest, [Művészetek Palotája](#), Komor Marcell u. 1.

Phone: (1) 555 3444

Closed on Mondays.

<https://www.ludwigmuseum.hu/en>

Aquincum Museum (Museum of an Ancient Roman Settlement)

1031 Budapest, Szentendrei út 135.

Phone: [\(1\) 430-1081](tel:+3614301081)

E-mail: aquincum@aquincum.hu

<http://www.aquincum.hu/en/>

House of Terror (Museum of the Communist Past)

1062 Budapest, Andrásy út 60.
Phone: (1) 374 2600
E-mail: muzeum@terrorhaza.hu
<http://www.terrorhaza.hu/en>

Labyrinth of Buda Castle

1014 Budapest, Úri utca 9.
1014 Budapest, Lovas út 4/A.
1014 Budapest, Lovas út 4/B.
Open: every day 09:30 a.m. - 07:30 p.m.
E-mail: info@labirintus.com
<http://www.labirintus.com/en/>

Museum of Applied Arts

1091 Budapest, Üllői út 33-37.
Phone: (1) 456 5100
E-mail: info@imm.hu
<http://www.imm.hu/en/>

The Museum of Applied Arts is closed due to the renovation of the building.
The artworks of the collections can be browsed via the [Search in the collection](#) function.

Other useful links

The following links will offer you additional information about life in Budapest.

English Bookstores:

The following sell new and used books in English:

Bestseller's (new books, also sells magazines) www.bestellers.hu

Book Station (used and new) http://www.bookstation.hu/?set_lang=en

There are also English sections in major chains such as Alexandra and Libri.

Things to do in Budapest:

Budapest Funzine Magazine—Listings of events, restaurants, clubs, and travel possibilities.
The latest issue is always available at the reception desk at school.

Planning your activities:

<https://www.budapestinfo.hu/>

www.inyourpocket.com/hungary

Planning your travels:

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

<http://www.mavcsoport.hu/en>

www.pelikan.hu (only in Hungarian)

<https://www.bud.hu/en>

<http://www.volanbusz.hu/en>

What to Say/How to Say It

A Survival Vocabulary

Everyday expressions

Hello (lit. good day)	Jó napot (yoh NAW-pot)
Hi (said to friends)	Szia (SEE-ah)
Good morning	Jó reggelt (yoh REHG-geht)
evening	Jó estét (yoh ESH-tayt)
night	Jó éjszakát (yoh AYY-saw-kaht)
Good-bye	Viszontlátásra (VI-sont-LAH-tash-raw)
Bye (informal)	Szia (SEE-ah)
Thank you	Köszönöm szépen (KÖ-sö-nöm SAY-pehn)
No, thank you	Nem, köszönöm (nem KÖ-sö-nöm)
You're welcome	Szívesen (SEE-veh-shehn)
Please	Kérem (KAY-rehm)
(I'm) Sorry	Bocsánat (BO-chah-nawt)
Excuse me	Elnézést (EL-nay-zaysht)
Yes	Igen (I-gehn)
No	Nem (NEHM)
Cheers!	Egészségedre! (E-gays-shahy- ged-re)
My name is (lit. I am)	[your name] vagyok (VAW-dyok)
I don't speak Hungarian (nehm BEH-say-lehk MAW-dyaw-rool)	Nem beszélek magyarul
Do you speak English?	Beszél angolul? (BEH-sayl AWN-go-lool)
I don't understand	Nem értem (nehm AYR-tem)
Where is..?	Hol van....? (hol vawn?)
Fine, good, OK!	Jó (yoh)
Help!	Segítség! (SHEH-gee-shayg)

At the store: Bolt (BOLT)

I'd like....	Kérek (kai-rek)
How much?	Mennyi? (MEHNY-nyi?)
Department store	áruház (A-roo-haz)

Dressing room	öltöző (ÖL-tö-zö)
Price	ár (AR)
Sale	kiárusítás (KI-a-roo-shee-tash) akció (AWK-si-o)

Entrance	bejárat (BE-ya-raht)
Exit	kijárat (KI-ya-raht)
Push	tolni (TOL-ni)
Pull	húzni (HUZ-ni)

At the grocery store

Milk	tej (TEY)
Bread	kenyér (KE-nyayr)
Butter	vaj (VAWY)
Eggs	tojás (TO-yash)
Cheese	sajt (SHAHYT)
Fruit	gyümölcs (DYU-moltch)
Beverage	ital (I-tahl)
Vegetable	zöldség (ZÖLD-shayg)
Wine	bor (BOR)
Beer	sör (SHÖR)
Mineral water	ásványvíz (AHSV-vahny-veez)
Detergent	mosogatószer (MOSHO-goto-sair)
Fabric softener	öblítő (Ö-blee-tő)

At the pharmacy: Gyógyszertár (DYODY-ser-tar)

Medicine	orvosság (OR-vosh-shag)
Prescription	recept (REH-tsehp)
Without a prescription	recept nélkül (REH-tsep nayl-kul)
Aspirin	aszpirin (AWS-pi-rin)
Cough syrup	köhögés elleni szirup (KÖ-hö-gaysh EHL-leh-ni SI-roop)
Thermometer	hőmérő (HOH-may-roh)

I'd like something for... **Kérek valamit** (kai-rek volomeet)

Cold	nátha (NAHT-haw)
Fever	láz (LAHZ)
Earache	fülfájás (FUL-fah-yahsh)
Headache	fejfájás (FEHY-fah-yahsh)

At the post office: POSTA(POSH-taw)

Stamp	bélyeg (BAY-yehg)
Bill stamp (for the Immigration Office)	okmánybélyeg (OK-manh-BAY-yehg)
Air mail	légiposta (LAY-gi POSH- taw)
Postcard	képeslap (KAY-pesh LAWP)

Sign at the window to **Levélfelvétel**
buy stamps, send mail (LE-vayl FEL- vay-tel)

At the airport: Repülőtér (REH- pü-loh-tayr)

Flight	járat (YAW-rawt)
Departure/s	indulás /ok (IN-dool-la-sh/ok)
Arrival/s	érkezés/ek (AYR-ke-zaysh/ek)
Passport	útlevel (UT-le-vayl)
(Control)	útlevelvizsgálat (UT-le-vayl-vizh-ga-lat)

On public transportation

Student monthly pass	diák havi bérlet (DI-ak HA-vee BEHR-let)
Ticket	jegy (YEDY)
Tram	villamos (VIL-lah-mosh)
Bus	busz (BOOS)
Subway	metro (MET-ro)
Trolleybus	trolibusz (TRO-li-boos)
Street	utca (OOT-tsah)
Road	út (OOT)
Square	tér (TAYR)

At the train station: Pályaudvar(PAH-yaw-OOD-vawr)

Train/s	vonat/ok (VO-nawt/ok)
Track	vágány (VAH-gahny)
Ticket	jegy (YEDY)
Timetable	menetrend (MEH-neht-rehnd)
Express train	gyorsvonat (DYORSH-vo-nawt)
Departure	indulás (IN-doo-la-sh)
Arrival	érkezés (AYR-keh-zay-sh)
Entrance	bejárat (BE-ya-raht)
Exit	kijárat (KI-ya-raht)