

## **MCDANIEL COLLEGE BUDAPEST**

### **STUDENT HANDBOOK**

**2025-2026** (Last revised July 2025)



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  
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Dr. Christopher Cox  
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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 individuals 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.

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 Policies and Grading**

The leading guide to academic regulations and programs on the Budapest campus can be found is on the [Academic Policies and Grading page](#) of the [www.mcdaniel.hu](http://www.mcdaniel.hu) website. Similarly, you can find information about [academic majors](#), about [the Honor Code](#), and about [student conduct procedures and regulations](#).

### **Academic Advisors and Professors for Consultation**

All students are assigned academic advisors and have available to them others they can consult for questions about courses, careers, etc. Official academic advisors include:

- Prof. Matthew Adamson (Director of Academic and Student Affairs)
- Prof. Christopher Cox (Director of Academic and Institutional Development)
- Ms. Adriána Márton (Coordinator of Academic Affairs)

Other professors you can consult to seek counsel on courses, career questions, etc., include:

- Art—Prof. Zsófia Görömbei
- Art History—Prof. Gabriella Szigethy
- Business, Marketing—Prof. Kira Mueller
- Communication—Prof. Aizhamal Muratalieva
- Economics—Prof. Charles McFerren
- Political Science—Prof. Christopher Cox
- Psychology—Prof. Ágoston Galambos and Prof. Anna Babarczy

You may visit these professors by making an appointment. You may also contact them by email (see **Administration/Faculty** in this booklet).

### **Courses**

Through McDaniel's flexible curriculum, you have the opportunity to study seven major fields in depth: *business administration, economics, communication, marketing, political science, psychology* and *art (with specialization in studio art & art history)*. At the same time, certain courses outside your major field are required, permitting you to gain a broad base of knowledge in areas like analysis of texts, quantitative reasoning, the scientific method, international affairs, and the creation and appreciation of the fine arts. In addition, the First-Year Seminar, the My Design 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 catalog of McDaniel College](#).

### **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 and first-year seminar, 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 establish 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. The 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, 45 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. Please see [Academic Policies and Grading](#) for more information.

### **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. **For the instructions which you are obliged to follow if you are signing up for an internship, [please refer to our website](#).**

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 at the [online.mcdaniel.hu](http://online.mcdaniel.hu) website 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 (approximately 1500-2500 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.

For more information about the academic rules regarding internships, please see [Academic Policies and Grading](#).

### **Graduation Requirements**

Please see [Degree and McDaniel Plan Requirements](#) for more information.

### **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 1<sup>st</sup> or 2<sup>nd</sup> 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/IELTS 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 or later semester without a satisfactory TOEFL or IELTS score**, the TOEFL/IELTS-Intensive Semester means:

- They must take at least one semester-long ESL courses (worth two credits each).
- They will be allowed to take three regular four-credit courses only.

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

Students are advised to take either ESL 1002 Oral Communication Skills or ESL 1103 Introduction to Critical Reading to prepare them for the TOEFL or IELTS tests. 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.

**There are two TOEFL testing centers in Budapest:**

**Fulbright Hungary —**

BME Z building  
Budapest 1111  
Bertalan Lajos utca 2.  
9th floor #903

**Converzum Budapest —**

Budapest 1023  
Lajos utca 11-15.

If you wish to take the test in your home country or elsewhere, visit [www.toefl.org](http://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.

**There are also two IELTS testing center in Budapest:**

**British Council, Madách Trade Center —**

Budapest 1075  
Madách Imre út 14.  
Building A, Floor 2

**Converzum Budapest —**

Budapest 1023  
Lajos utca 11-15.

**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 and Off-Campus Programs. As a special privilege, all students from the Budapest campus receive a substantial discount off the standard tuition fee of the Maryland campus. This discount is operative for up to two semesters.

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. You will then be put into contact with the appropriate administrator on our campus in Maryland, to begin making arrangements for going to the Westminster campus. Since these arrangements involve early deadlines on housing, course selection, etc., you should make your decision no later than the beginning of October for Spring semester and beginning of March for Fall semester. For more information, please see the Budapest campus website.



### **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](http://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. A cancellation that affects all classes (due to bad weather) will be announced through an 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](http://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. Please see [Academic Policies and Grading](#) for more information.

### **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 by submitting a Withdrawal Form on the [online.mcdaniel.hu](http://online.mcdaniel.hu) website. This request is reviewed by Dr. Adamson and Dr. Cox. They may wish to discuss your request before granting it.
- Submit your request before the deadline for withdrawal, which can be found on the [Academic 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. Please see [Academic Policies and Grading](#) for more information.

### **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 ([my.mcdaniel.edu](http://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](http://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](http://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](http://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](mailto: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](http://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](mailto: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 he will alert the Registrar's Office so they can evaluate the transcript ASAP.

### **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. For more, see [Academic Policies and Grading](#).

### **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 Advisory Council (SAC), 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. (See more about [the Honor Code](#) here.)

*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 <https://studentprivacy.ed.gov/ferpa>

### *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. Click here for more on [the Student Code of Conduct](#) as well as for more on [the Student Conduct Process](#).

### **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://www.ed.gov/about/ed-offices/ocr>

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.

<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](#) 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 <https://lib.hoover.mcdaniel.edu/lib-research> 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: <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://iammcdaniel.sharepoint.com/sites/WritingCenter>

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**

<b>Central Emergency Number</b>	<b>112</b>
<b>(in Hungarian, English, German)</b>	
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 membership in the European Union border-free 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 Ms. Henrietta Balázs (Room 222).
- 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.

**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 B07 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 B07. 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](https://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](http://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/>

In addition, the Student Advisory Council maintains social media platforms (Facebook, Instagram, TikTok) with information about College announcements and upcoming events.

Finally, 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 organizer 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>.

If you need assistance for an emergency, please call one of the Peer Mentors, Henrietta Balázs (+36-30-485-9308), Adriána Márton (+36-30-338-3720), Dr. Cox (+36-31-786-2622), 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:

**Óbuda Pharmacy**

Address: Vörösvári út 84-86, District 3

Phone: (+36-1) 388-6142

**Teréz Pharmacy**

Address: Teréz körút 41. District 6

Phone: (+36-1) 311-4439

**Három Sas Pharmacy**

Address: Baross utca 70-72, District 8

Phone: (+36-1) 313-1827

**Déli Pharmacy**

Address: Alkotás utca 1/b, District 12

Phone: (+36-1) 355-4691

**BENU Budapest Örs Vezér Pharmacy**

Address: Örs vezér tere 23, District 14

Phone: (+36-1) 221-3861

**BENU Budapest Thököly Pharmacy**

Address: Szent Lőrinc sétány 2. District 18

Phone: (+36-1) 279-6888

**Hétkorona Pharmacy**

Address: Ady Endre utca 122, District 19

Phone: (+36-1) 282-8744

**Tilia Pharmacy**

Address: Görgey Artúr tér 8, District 21

Phone: (+36-1) 278-0608



### **Career Counseling on the Budapest campus**

Career Counseling with Professor Valeriano Donzelli is available 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 Donzelli can be reached at [valeriano.donzelli@mcdaniel.edu](mailto:valeriano.donzelli@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 two counselors, Mr. Levente Somogyi, and Ms. Sarah Grunwell, who are available on campus several hours a week. Both have experience in multiple countries working with college students of diverse backgrounds, and welcome students who would like to discuss any of the issues mentioned above. Their office hours and room number are available each semester on the bulletin board. All meetings and appointments are strictly confidential.

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

[lsomogyi@mcdaniel.hu](mailto:lsomogyi@mcdaniel.hu)

**Sarah Grunwell** (+36-20-661-0106)

[sgrunwell@mcdaniel.hu](mailto:sgrunwell@mcdaniel.hu)

In order to make an appointment to consult with one of our counselors, please make an appointment on our [online.mcdaniel.hu](https://online.mcdaniel.hu) platform.

- First, login to [online.mcdaniel.hu](https://online.mcdaniel.hu).
- Then, go to the left margin and click on "Mindschedule." You will be taken to the appointment page.
- Once there, please choose the name of the counselor you wish to see and an appointment time.

### **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 with the help of the Student Advisory Council (SAC), and includes a piano, lounge chairs, and a foosball table. It is a great place to meet up with friends.

### **Reading Room**

You will find Room 205 a good place to study during the day. Room 205 is also occasionally used as a meeting and exhibition space. 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 as the Coordinator of Campus Life at the Budapest campus. The Coordinator of Campus Life stimulates campus activities, supports the Student Advisory Council (SAC), 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 upon request to meet with individual students or student groups. You can make an appointment at [zgorombei@mcdaniel.edu](mailto:zgorombei@mcdaniel.edu).

### **Student Advisory Council (SAC)**

The Budapest campus of McDaniel College has a Student Advisory Council (SAC), 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 and a vice-president (or two co-presidents), a treasurer, and a communications officer. They are elected every spring for the upcoming academic year. SAC meetings and other activities take place regularly during the semester. An SAC officership requires considerable work and considered a two-credit internal internship, recorded as GNI-2295. If you are interested, please contact Prof. Görömbei, the Coordinator of Campus Life.

Since 2024, SAC operates under a formal Constitution, which governs its structure and activities within the college and the student community. The SAC Constitution is drafted collaboratively by SAC members and college administration, and it is reviewed and updated annually to improve transparency, efficiency, and governance.

### **Peer Mentors**

Beyond officers, SAC members include Peer Mentors – student representatives who assist their peers, with particular attention to new students and Study Abroad students, and help with SAC events or other kinds of support for campus life. This activity qualifies as an internal internship at the College, which is worth 2 credits and is recorded as GNI-1195.

### **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 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.

### **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.

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. (Newspaper Practicum I and II are mandatory for the Journalism and New Media minor.)

For more information, please contact the head of our journalism program, Prof. Robert Smyth ([rsmyth@mcdaniel.edu](mailto:rsmyth@mcdaniel.edu)).

### **Events & Traditions**

Periodically during the semester there are extracurricular events organized by the Student Advisory Council (SAC): guest lectures, hikes, celebrations, film screenings.

There are a few events that are considered traditions within the student community and thus are typically organized annually:

- Opening Convocation and Bell Ringing
- Pub Crawl
- Halloween Week
- Thanksgiving Dinner/Gala
- Valentine's Day Bake Sale
- Art Exhibition & Market
- International Day
- Art & Wine Night

Check the bulletin board, and the College social media pages for announcements of these activities.

### **Podcast**

The Budapest Campus Podcast Program officially launched in the Spring 2024, and its primary goal is to enable our students to learn about the increasingly popular art of podcasting, while also empowering them to become creators and producers of the university's own podcast channels. The MCDB Podcast – *The Interrogation* features in-depth interviews on serious topics, serving as a platform for meaningful conversations. Meanwhile, *Clock it n'Go* focuses on student life and related themes. The studio for the podcast program is located in Room T2.

We welcome both students interested in hosting and editing shows, as well as those with skills in technical aspects such as recording, sound editing, and video editing. Participation in the podcast program counts as an internal internship at the College, earning 2-4 credits depending on the scope of work.

## **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), caddy-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 SAC's social media platforms 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*

### **College Address**

McDaniel College Budapest  
1071 Budapest  
Bethlen Gábor tér 2.  
Hungary  
Phone: (36-1) 413-3025  
FAX: (36-1) 413-3027

### **Administrative Staff**

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[bszamosi@mcdaniel.edu](mailto:bszamosi@mcdaniel.edu)

**SZIGETHY, GABRIELLA –**  
[gszigethy@mcdaniel.edu](mailto:gszigethy@mcdaniel.edu)

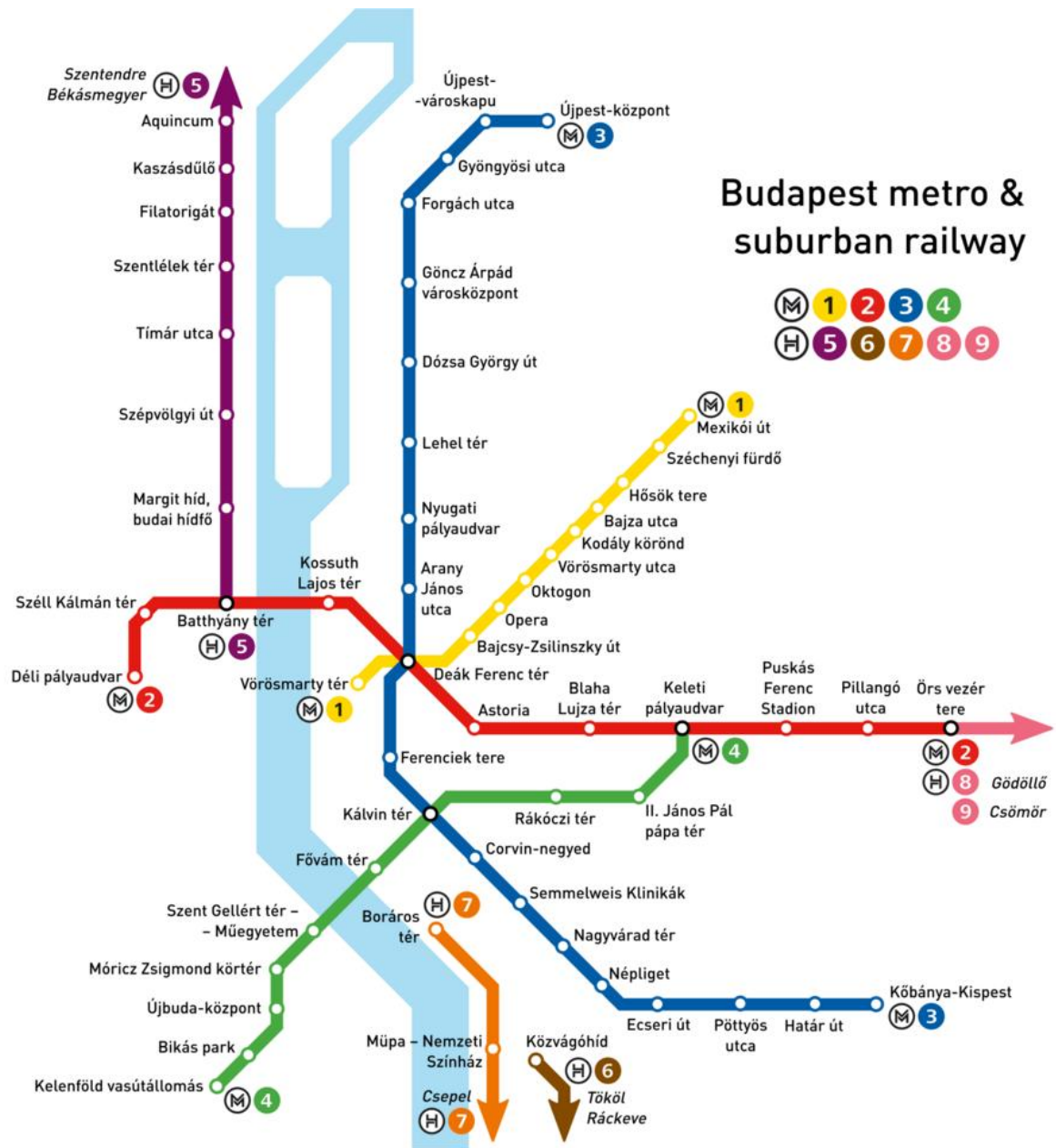
**SZÚCS, ORSOLYA –**  
[snoemi@mcdaniel.edu](mailto:snoemi@mcdaniel.edu)

**VARGA, ESZTER –**  
[eszter.varga@mcdaniel.edu](mailto:eszter.varga@mcdaniel.edu)

*Where to Go/Whom to See*

***Question***                      ***Whom to See/Where to Go***

<b>General Advising</b>	Dr. Cox	Room 228
	Dr. Adamson	Room 225
<b>Change of Address</b>	Secretariat	Room 222
<b>Change of Major</b>	Dr. Cox	Room 228
<b>Change Schedule</b>	Dr. Adamson	Room 225
	Dr. Cox	Room 228
<b>Computer Help</b>	Géza Nagy	Room B05
	Tamás Báló	
	Zsolt Schmidt	
<b>Housing</b>	Student Services	Room 008
<b>Student ID Card</b>	Secretariat	Room 222
<b>Residence Permit</b>	Secretariat	Room 222
<b>Newspaper</b>	Prof. Smyth	Room 221
<b>Tuition Fee, Insurance</b>	Ildikó Ördögh	Room 012



See [https://en.wikipedia.org/wiki/File:Budapest\\_metro\\_hev\\_en.png](https://en.wikipedia.org/wiki/File:Budapest_metro_hev_en.png)

The Budapest transportation authority has also created a free, very useful trip-planning app for mobile phones. Look for **BUDAPEST GO** on Google Play, iOS App store, and Windows phone, or check it out online: <https://go.bkk.hu/>

## *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 concerts 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 Hungarian phrases—a *Survival Vocabulary*—that will help you to become familiar with the city.

### **Emergency Numbers**

<b>Central Emergency Number</b>	<b>112</b>
<b>(in Hungarian, English, German)</b>	
police	107
ambulance	104
fire	105
 <b>English-language police hotline</b>	 +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
Henrietta Balázs	+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 7<sup>th</sup> 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.

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:

Yettel: 20

One: 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”**



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

- **Budapest Post Office No. 72: Keleti Railway Station, Baross tér 11/c (District VII)**  
Monday-Friday: 7:00 a.m. – 7:00 p.m.  
Saturday-Sunday: 8:00 a.m. – 7:00 p.m.
- **Budapest Post Office No. 62: Nyugati Railway Station, Teréz krt. 51. (District VI)**  
Monday-Friday: 7:00 a.m. – 7:00 p.m.  
Saturday: 8:00 a.m. – 6:00 p.m.

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 express bus, (Bus Line 100E)** part of Budapest’s public transportation network. Go to either Deák tér or Kálvin tér to catch the bus. Tickets for it cost 2,200 forints. The trip takes about 45 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.–11:30 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/>



The monthly **Country Pass** (*országbérlet*) offers unlimited travel on all public transportation within Hungary's borders, including Budapest's transit lines – metro, tram, bus, trolleybus, and suburban railway (HÉV) – and most countryside railway lines, making it an excellent choice for students who frequently travel across the country. The pass can be bought at all major metro stations and the charge is **1,800 forints**. The pass is good for 30 days; your day of purchase is the beginning of the 30 days.

The monthly **Pest County Pass** provides unlimited travel on public transportation within Budapest and its suburbs within the borders of Pest County. This pass may be more suitable for students who primarily stay within this region. The cost of this pass is 900 forints.

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 Déli 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](http://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. – 7 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.

## 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: +36 (1) 327-7773

<https://mnem.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](http://www.mng.hu/en)

### Hungarian Museum of Fine Arts

1146 Budapest, Dózsa György út 41.

Phone: +36-30-150-8596

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

**Ludwig Múzeum (Museum of Contemporary Art)**

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

Phone: +36 (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: +36 (1) 250-1650

E-mail: [aquincum@aquincum.hu](mailto:aquincum@aquincum.hu)

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

**House of Terror (Museum of the Communist Past)**

1062 Budapest, Andrássy út 60.

Phone: +36 (1) 374-2600

E-mail: [muzeum@terrorhaza.hu](mailto: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. - 7 p.m.

Phone: + 36 (1) 212-0207

**Museum of Applied Arts**

1091 Budapest, Üllői út 33-37.

Phone: (1) 456 5100

E-mail: [info@imm.hu](mailto:info@imm.hu)

[http://www.imm.hu/en/\\_ú](http://www.imm.hu/en/_ú)

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**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.bestsellers.hu](http://www.bestsellers.hu)
- **Book Station** (used and new)

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

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**Things to do in Budapest:**

**Budapest Funtime 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](http://www.inyourpocket.com/hungary)

**Planning your travels:**

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

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

[www.pelikan.hu](http://www.pelikan.hu) (only in Hungarian)

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

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

## *What to Say/How to Say It – A Survival Vocabulary*

### **Everyday expressions**

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

### **At the store: Bolt** (BOLT)

I'd like....	<b>Kérek</b> (kai-rek)
How much?	<b>Mennyi?</b> (MEHNY-nyi?)
Department store	<b>áruház</b> (A-roo-haz)
Dressing room	<b>öltöző</b> (ÖL-tö-zö)

Price	<b>ár</b> (AR)
Sale	<b>kiárusítás</b> (KI-a-roo-shee-tash) <b>akció</b> (AWK-si-o)

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

### **At the grocery store**

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

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

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

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

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



**At the post office: POSTA**(POSH-taw)

Stamp	<b>bélyeg</b> (BAY-yehg)
Bill stamp (for the Immigration Office)	<b>okmánybélyeg</b> (OK-manh-BAY-yehg)
Air mail	<b>légiposta</b> (LAY-gi POSH- taw)
Postcard	<b>képeslap</b> (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	<b>járat</b> (YAW-rawt)
Departure/s	<b>indulás /ok</b> (IN-dool-la-sh/ok)
Arrival/s	<b>érkezés/ek</b> (AYR-ke-zaysh/ek)
Passport	<b>útlevel</b> (UT-le-vayl)
(Control)	<b>útlevelvizsgálat</b> (UT-le-vayl-vizh-ga-lat)

**On public transportation**

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

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

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