

Gál Ferenc College

General information for international students



Szeged
2020.

General information for international students

1. BASIC DATA OF GÁL FERENC COLLEGE

OM ID: FI18580
Headquarters: 6720 Szeged, Dóm tér 6.
Mailing address: 6701 Szeged, Pf. 692.
E-mail address: erasmus@gff-szeged.hu, rektor@gff-szeged.hu
Web: www.gff-szeged.hu
Maintainer: Szeged-Csanád Diocese, S.E.R. Dr. László Kiss-Rigó, Bishop
Rector: Dr. Gábor Kozma, deacon, college professor

2. NAME AND CONTACT DETAILS OF THE INSTITUTIONAL ERASMUS COORDINATOR:

Institutional Erasmus Coordinator:

Dr. István Thékes, college associate professor

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phone: +36 70 440 4223

International Office - International and Erasmus assistant:

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Coordinator of Faculty of Theology:

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Coordinator of Faculty of Pedagogy:

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Coordinator of Faculty of Health and Social Sciences:

Kristóf Czinderi, college assistant lecturer

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Coordinator of Faculty of Economics:
Mónika Csefkó, foreign language teacher
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3. DIRECTION OF EDUCATION

Director of education: Katalin Kovács
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Faculty of Theology, Department of Studies
head: Gyöngyi Nemesné Kiss
e-mail: tovezeto@gff-szeged.hu
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Faculty of Pedagogy, Department of Studies
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Faculty of Economics, Group of Studies Administration
head: Andrea Krajcsó
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Faculty of Health and Social Sciences, Department of Studies
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4. NAME AND CONTACT DETAILS OF THE COORDINATOR DEALING WITH STUDENTS WITH DISABILITIES:

Coordinator: Zsanett Vincze
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phone: +36 20 413 5080
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5. SCHEDULE OF THE ACADEMIC YEAR AND TRAINING PERIODS WITH DEFINING DATES FOR STUDENTS

The order of the current semester is available on the website of the **Gál Ferenc College, the Faculty of Theology of Szeged**, at the training site: http://gff-szeged.hu/tanulmanyi-ugyek/a_felev_rendje

The Faculty of Pedagogy of Szarvas, announced separately: <http://www.pk.gff-szarvas.hu/>

The Faculty of Health and Social Sciences of Gyula, announced separately: <http://www.gff-gyula.hu/>

Specially announced at the **Faculty of Economics in Békéscsaba**: <http://www.gff-bekescsaba.hu/hallgatoknak/all>

6. THE REGISTRATION AND LOGIN PROCEDURE

Opening of the academic year: The opening of the academic year of the College will take place in the autumn semester (September), to which all our students and teachers are warmly invited and welcome.

Enrollment: In higher education, you must enroll in the NEPTUN study system every semester. New students will receive the login ID and password required to use the NEPTUN registration system the first time they enroll, after which a student ID can be requested.

Student card: The student card can be applied for electronically via the NEPTUN system.

Registration obligations: At the beginning of the semester, the student must register in the NEPTUN system for the given semester. Until the student declares his / her academic status for the given semester, it is not possible to enroll in the subject.

7. ORDER OF STUDIES:

TVSZ § 14 Participation in the sessions

(1) Lectures are an integral part of the training process, so the instructor expects students to participate in them. The knowledge test also covers the knowledge provided in the lectures.

(2) Participation in practical / seminar classes is obligatory, depending on the requirements of the system of subject requirements. The permissible extent of absence from these, the consequences of the omissions and the way to compensate for them must be provided in the subject requirement / subject programs. Up to 30% of lessons may be absent.

8. PROCEDURE FOR APPLYING FOR THE FINAL EXAM, PARTS OF THE FINAL EXAM

Thesis - diploma thesis - portfolio

The dissertation is a condition for obtaining the diploma, which must be submitted to the Department of Studies. The defense of the dissertation is part of the final exam. In the dissertation the student deals with the topic accepted by the Department / Institute. A supervisor must be chosen to prepare each dissertation. The scope of the dissertation is determined by the Faculties in their own competence. The forms related to the dissertation can be downloaded from the website of the College / Faculties.

Graduation Certificate (Graduation Certificate): The Graduation Certificate certifies the successful completion of the exams and exercises prescribed in the curriculum and the acquisition of the compulsory and compulsory credit points specified in the qualification requirement (except for the credit points assigned to the dissertation and the final examination). The existence of a language exam is not a prerequisite for your exhibition. The graduation certificate does not provide qualifications and qualifications.

Final Exam: Anyone who has obtained his / her final certificate, accepted his / her dissertation and settled all his / her debts to the College can be admitted to the final examination. Registration for the final exam is done on the form prepared for this purpose.

Diploma: The prerequisite for obtaining the diploma is obtaining the final certificate, fulfilling the language exam requirement and passing the final exam. From September 2016, its result / qualification will be re-entered in the diploma.

9. THE ORDER OF STUDENT REDRESS

TVSZ § 10 Applications (2)

(1) All applications related to study matters must be submitted online in the application management module of the NEPTUN system by 15 October in the autumn semester and by 15 March in the spring semester. ... The application submitted in study and examination cases must present the reason, which must be supported by certificates and documents.

(2) In view of the nature of the College's ecclesiastical higher education institution, the student has the opportunity to apply directly to the dean or, in particularly justified cases, to the rector with his / her study application for a special situation. ...

10. SPECIFIC INFORMATION FOR INTERNATIONAL STUDENTS

How to apply for higher education in Hungary?

Applications for the central higher education admission procedure in Hungary are made electronically via the E-admission service of www.felvi.hu. In the E-recording interface, the

data must be recorded on a web interface. E-recording can be used after registration on the website.

You can also apply for our credit trainings by filling in the Application Form, which can be downloaded from the official website of Gál Ferenc College.

Tax card (Tax ID):

A tax card is an official document the size of a bank card (official card) that certifies the tax identification mark of its holder. The card is required for all types of activities that can generate income (student work, certain grants, loans, etc.)

The tax card is only valid with another personally identifiable document.

Anyone can apply for a tax card, both foreign and Hungarian citizens. Applying for the first tax card is free of charge, for the subsequent replacement (in case of a lost, damaged card) a processing fee must be paid. The tax card can be applied for at the regional directorate-general of the regional NAV (National Tax and Customs Administration). It is located at 14 Bocskai Street in Szeged. The issued tax card will be sent by post within 15 days.

Documents required to apply for the first tax card:

1. 13T34 application form (Available at NAV customer service at the time of application)
2. presentation of identity card, address card or birth certificate, in case of foreigners: passport, valid visa, address application form, in case of authorized procedure the power of attorney.

Social Security card:

Once you have an active student status (taking a course and a few days after enrollment), you can also apply for a TAJ card, which is required for health care in Hungary. Applying for a TAJ card for the first time (as well as when changing data) is free of charge. The application can also be submitted at any Government window or at the Szeged customer service of the Health Insurance Fund Administration of the Csongrád County Government Office (6720 Szeged, Deák F. u. 17.).

A valid personal identification document (identity card, passport, driving license, etc.) and proof of address will be required to apply. As well as possibly for proof of student status.

Residence permit:

Third-country nationals must apply for a study residence permit for the purpose of pursuing higher education, regardless of the length of their stay.

In order to obtain a residence permit, a prospective student must first submit an application for a permit, which must be submitted to the consular officer in the applicant's country of permanent / habitual residence or nationality.

We recommend that the student appear before the competent regional directorate of the Immigration and Citizenship Office according to their future accommodation as soon as possible after entering Hungary (in this case covering Szeged, where the Immigration Office is located at 6724 Szeged, Londoni krt.) in order to obtain a residence permit and to register accommodation in Hungary.

Accommodation in dormitories and dormitories

Szeged Colleges:

Szent Imre Vocational College: www.szikk.hu

István Kaszap Vocational College - Jesuit College of Szeged: www.kijk.hu

Carolina Catholic University College: <http://karolinaszakkoli.weebly.com>

Szeged Christian Roma Vocational College

Tódor Romzsa - Greek Catholic Student Home: <http://www.szegoke.hu/romzsa/>

Szarvas dormitory: Cervus Hostel „B”: www.pk.gff-szarvas.hu

Békéscsaba College: Information on the website of the Békéscsaba Faculty of Economics:
<http://www.gff-bekescsaba.hu/>