



WHAT YOU SHOULD KNOW AS AN INTERNATIONAL MENTOR

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A HANDBOOK

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PREFACE



Dear Future Mentor,

You are about to set out on a busy, exciting and eventful journey, now that you have offered to mentor a foreign student (or several students). You will help them learn what you already know about the university and the city where you are studying, as well as about Hungary and Hungarian culture. You will play a major role – especially at the start of the study period – in helping your mentee find their way in an unfamiliar environment and have fun. Maybe later they will look back on their time in Hungary as the time of their lives.

Even though you haven't travelled to another country this time, this semester will be something new for you too. You will be part of an international team, meet new and interesting people, see new aspects, and be able to look at Hungarian culture through the eyes of others. You will make new friends, maybe develop friendships for life, and of course improve your active language skills. If you haven't spent time abroad on a scholarship, consider this semester a rehearsal: you will see what it is like to speak about culture, the university, and many other things in a foreign language with students from abroad. And if you have spent a semester or more abroad, this international experience you are about to have will be much like an extension of that period.

No-one says that the work of a mentor is always easy, and there may be some pitfalls in this coming semester. Your initial enthusiasm may wane, the exam period will come, and you might feel that you have neither the time nor the motivation to continue mentoring. But if you keep it up, not only will you have great experiences, but you will really benefit from this period. In addition to the advantages mentioned earlier, you can improve your cultural sensitivity and empathy, and working in an international environment will be less challenging. You will become more confident in new and unfamiliar situations, and your problem-solving skills will also improve. It goes without saying that these skills and competences will be very useful on the labour market.

And if you have any doubts in your work as a mentor, just take a look at this handbook: we created it to make your tasks as clear as possible. This handbook will provide you with information about the administrative tasks of foreign students; you can prepare for odd situations that result from cultural differences, and you will get advice on who to turn to if you face a problem you can't solve on your own. At the end of the handbook, there is a list of useful links and a multilingual collection of expressions, so that you won't have any problems if you have to manage official matters in a foreign language. We are confident that with all this information, you will have no problems whatsoever, and this semester will be a great experience for you too. We wish you all the best with this.

The authors

THE MENTORSHIP PROGRAMME IS



+ AN OPPORTUNITY
... to improve your
language and
communication
skills

+ A CHALLENGE
... as you will be the
key person in
assisting a foreign
student

**+ FIRST-HAND
EXPERIENCE**
... of another culture,
and a networking
opportunity

1. THE ROLE OF THE MENTOR



1.1. Why is it good if mentor and mentee are peers?

Well-functioning relationships between two people, including mentor-mentee relationships, are usually a result of a similar way of thinking, shared values and interests, or being in similar situations. The link between these two people is based on previous, similar experiences. This may be a study programme they both participated in, similar taste in music, or passion for the same sport. In addition to positive experiences, people can also share the challenges of everyday life, like getting through certain courses, or being overloaded and having no time in the exam period. And people can also connect over problems in their private life that they need to solve. This is basically how two people who, at first, don't know each other can bond, and this is how you and your mentee can have a good relationship.

When we say peer we mean a person who is about the same age as the mentee. The common set of traits you and your mentee share is mostly a result of you two being in a common age group¹, which means you and your mentee probably find yourselves in similar situations in your everyday lives.

The term mentoring also describes the relationship between mentor and mentee, namely that – even though it is not a superior-subordinate relationship – it is you, the student at home, who supports the foreign student. You have the information and knowledge that will make your mentee's life easier while studying in Hungary.

1.2. Why is mentoring useful for the mentee?

As you are the mentor representing the host university or college, the student on a scholarship will contact you first with any problems or questions they have, and it is you who will be the quickest to provide help. You know how the institution works, you know who to turn to with specific questions, you know when the Student Centre is open, and you surely know about the best parties. You are a link between the university and the mentee, and your presence is a safety net in an unfamiliar environment.

HOW CAN MENTORS HELP?



During the scholarship period, foreign students may find the lack of social support the most difficult. At home in their well-known, familiar environment they get this support from their family, friends, acquaintances, instructors, and other social relations. In this new environment, however, they are completely alone but for their mentor. If you are available, accepting and helpful, your mentee will not feel lost and will more likely be open to new experiences and to new people. With your knowledge and your supportive presence, you can play a key role in detecting and solving problems the foreign student has, both in their studies and socially.

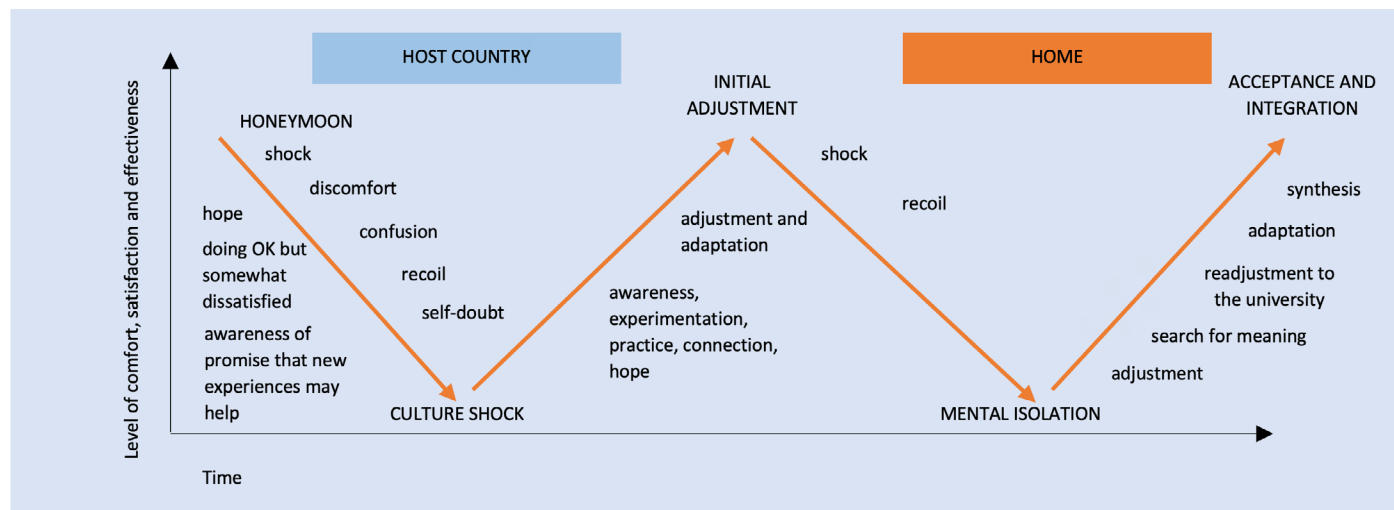
1.3. The tasks of the mentor

- **Give a hand** You are the one to welcome the foreign student to a new community.
- **Build a relationship** Build a relationship based on mutual trust, where the mentee feels free to ask for your help.
- **Be available** Make a plan for when and how often you will meet, and how you will stay in touch during the semester.
- **Stay informed** It is your task to provide your mentee with up-to-date information about their studies, administrative tasks, or the most popular places in town.
- **Help your mentee find their way around** Introduce your mentee to the operation of and habits in Hungarian higher education institutions.
- **Be helpful** Provide your mentee with the support they need, and let them feel they can contact you any time they have a question or need help. However, you should keep in mind that you are not expected to solve everything for them.
- **Be prepared to deal with homesickness** Show your mentee how a person of the same age lives in Hungary – let them know about entertainment options, leisure activities, and cultural programmes.
- **Help your mentee make a plan** Help your mentee find opportunities that match their interests, so that they can make the most of their time here professionally, scientifically, and personally.
- **Be well aware of your task and competence**, and do not overstep your boundaries.



The tasks of the mentor keep changing during the mentorship period, as foreign students have different tasks and face different difficulties in the course of their scholarship programme. The W-curve hypothesis model of culture shock² (see Figure 1) helps us understand the changes experienced by the mentee. According to this theory, in the course of adaptation the student arriving in the host culture first experiences a low point, then gradually deals with the tension arising from the differences in customs and from the unfamiliar environment, and becomes more and more comfortable.

Figure 1: The W-curve hypothesis model of culture shock₃



At first the excitement of the journey, the arrival and future experiences dominates everyday life. This, however, can fade quickly as the student gets increasingly bothered by cultural differences – culture shock basically means experiencing these differences. At the end of this stage homesickness increases, and in more serious cases depression might develop. Fortunately this is not the end of the process: in the next stage of the W-model, after the lowest point, the student starts adapting to the specificities of the host country, adjusts to the communities, and as a result is able to deal with the cultural differences that were difficult earlier. Finally, before leaving for home, the student already feels at home in the new environment and it is not easy to say goodbye. The W-curve model also describes the difficulties after going home, where there is a similar downwards trend at first, followed by a period where the mood is improving.

You can help your mentee deal with culture shock. Firstly, you can make it easier for them right at the beginning of the semester, when they might find dealing with unfamiliar tasks stressful. During the first few weeks your mentee needs help with adjusting to university life: with handling registration, course registration, getting to know the lecturers, and learning about the customs at the university. A few months later, mentees typically have to deal with homesickness. In this period you should focus on fun activities and strengthening relationships.

How exactly you are supposed to help also depends on the time the student is spending here. If a student spends a longer period, maybe several years in Hungary, you should focus on their getting around independently and building a network, while if it is a few months, visiting tourist sights should be one of the priorities. You can learn more about the tasks you will have during the semester in Chapter 3.

1.4. Where are the boundaries of mentoring?

Each relationship between mentor and mentee is unique, so boundaries need to be set accordingly. It is recommended that you establish the framework for your cooperation at the beginning, so that you can have a balanced relationship that is convenient for both of you. Naturally, to maintain a good relationship it is essential that you should communicate all the time, provide feedback, and meet in person regularly.

To have a fruitful mentorship programme, there are a few things to keep in mind. It is important that neither of you should feel that the amount of support is stifling and forced, but you should be able to reach each other when necessary. Meet regularly and prepare for these meet-ups. For example it is useful to think about the topics you should cover when you next meet, and you can ask your mentee to prepare with questions. This will make your relationship smooth, and you can avoid a situation when keeping in contact is burdensome for either of you.

It is not the task of the mentor

- **To be the mentee's best buddy.** What you agreed to do as a mentor, namely to help a foreign student's adjustment, is indeed a complex task, yet you need to be able to define and keep within the boundaries. This is why it is extremely important to agree when and how you are available, how you can help and how often you can meet, and then keep to this arrangement. Keep in mind that it is best if you don't get involved in the personal life of the foreign student.
- **To make decisions.** Always share the information you have with your mentee, but let them make decisions about issues that concern them.
- **To direct.** As a mentor you can make suggestions, but never direct your mentee. Accept the mentee's decisions and do not act for them.
- **To solve crises.** While your mentee is here, there may be crisis situations when they need medical, psychological or psychiatric assistance. It is important that your mentee can turn to you for help in such situations as well, but you should refer them to a professional, as you are not qualified to handle such problems yourself.

1.5. Why should you become an intercultural mentor?

Mentoring has many benefits, not just for the mentee but for the mentor as well. Probably the most fundamental benefit is that you can practice your language skills while speaking and – if you communicate online – in writing as well, and you can improve a lot.

Your relationship with the foreign student adds to the experience and personal growth for both of you. As you get to know a person from another country with different customs, you will see new situations and get first-hand experience about another culture. The differences you will experience in these situations will teach you to be open and accepting.

Having an intercultural relationship as a mentor, you will see your homeland through the eyes of a foreigner and you may notice peculiarities of Hungarian culture that you weren't aware of. This kind of experience will be useful later at your workplace, especially if you want to work in a multicultural environment.

1.6. What makes a good mentor?

The mentoring process improves many skills, but it requires certain skills at the start. These competencies, of course, can be developed consciously. If you read the following statements and you feel they describe you or you feel you would like to improve these skills, chances are you can become a mentor.

- **Reliability.** The mentor-mentee relationship is like all other interpersonal relationships: ideally, it provides safety to both parties. For the mentee, it is important that the mentor should not disappear during the term, so be available. For this, it is important that it is a reliable and firm resolution you made when you decided to become a mentor.

- Motivation. If you are personally motivated to help – e.g. if you are driven by an interest in new people and foreign cultures, or by a desire to help – you will surely be more committed to your task.
- Interest. A good mentor is interested in new things. Working as a mentor, you will have ample opportunity to get first-hand experience about people with a different cultural background.
- Knowledge. If you want to support your mentee effectively while they are here, it's important that you know how the system of higher education works in Hungary, and what administrative tasks and other practical information there are to consider.
- Perseverance. Even if you have all the necessary information, as a mentor you might face situations for which you could not prepare, you might have tasks that you don't like, and your enthusiasm might fade. Even if this happens, you should not leave your mentee alone with their problem: they are in an unfamiliar environment and are less likely to find a solution when they are on their own.
- Empathy. It will be very helpful – especially at the beginning, but also later – if you are there for your mentee and listen to them. You need great empathy and a lot of patience for this.
- Similar experience. It may be useful if you have studied abroad as well, or spent considerable time away from home in an unfamiliar environment. In this case you know exactly how it feels to be in such a situation.
- Tolerance. Mentors are interested in the special cultural background of foreign students, yet differences may lead to difficulties and situations when mentor and mentee don't understand each other. When you deal with such situations, you need to be open and honest to avoid conflicts.

INTERCULTURAL DIFFERENCES

2



2.1. Why should you take cultural differences into consideration?

According to one of the earliest definitions, culture is that complex whole which includes knowledge, belief, art, morals, law, custom, and any other capabilities and habits acquired by a person as a member of society. Every culture has its unique structure and characteristics, and its members have their habits. Some characteristics are important on a personal level, several rituals exist in families and among friends, and there are features that are prevalent in the whole society⁴. These are detectable in folk traditions and national holidays, and are even present in what people do in their leisure time. Culture helps define behaviours, values, and attitudes.

Cultural differences will come up in the mentor-mentee relationship as well, and they might even be striking the first time you meet. It is important that as a mentor you should consciously prepare for this in advance, and you should know that dealing with differences is not always simple. Don't worry, it's natural that you feel this way and your mentee probably has a similar experience from the opposite perspective. Your task is to help your mentee clear up any misunderstandings that result from cultural differences so that they can cope with the tension rising from the situation.

2.2. How are cultural differences pointed out?

Geert Hofstede, one of the best-known experts of comparing cultures, introduced the following dimensions to describe the differences between cultures:⁵

1. Power distance expresses the degree to which members of a culture accept that power is distributed unequally. In societies with a low degree of power distance, people try to minimise distances, while in societies with a higher degree of power distance they might even expect it.
2. Individualism–collectivism reveals how strong the ties among the members of a culture are, or the extent to which they tend to rely only on themselves. In the former, community is valued the most, and ties between individuals are stronger. In individualistic societies the person is in the focus, and interpersonal relations tend to be more loose.
3. Masculinity-femininity. In more masculine cultures values traditionally considered “masculine” are dominant, such as being competitive, or success- and performance-oriented. Feminine societies are characterised more by cooperation and solidarity.
4. Uncertainty avoidance shows how threatened the members of a specific culture feel in uncertain and unfamiliar situations, and how much they need predictability in their lives.
5. Long-term orientation vs. short-term orientation. Cultures with long-term orientation are defined by their past to a lesser extent, and they make plans in the longer term. Cultures with short-term orientation have a more “carpe diem – seize the day” attitude.
6. Indulgence–restraint. Social norms in some cultures require restraint, emotions and desires are to be controlled, and people keep their distance - while other countries are more relaxed about this.

Edward T. Hall, one of the founders of the science of intercultural communication, says that in addition to the above there are obvious differences in time management (e.g. being on time/being late), space management (when talking), non-verbal communication (volume, gestures, differences in greetings), and in how people feel about any kind of physical contact.⁶

In an intercultural mentorship programme it is important to be aware of these differences and to adapt to them. If you are not prepared when you face these phenomena, you might have awkward experiences, as cultural differences can lead to odd situations. You might have felt frustrated when someone stood too close to you during a conversation, or when someone touched you physically even though you didn't feel you were close enough to do that. At least you wouldn't do that. This happens because cultures are different in these habits and behaviours as well – different things are considered natural by their members. It is similarly inconvenient when it becomes clear that keeping a deadline or an appointment is important for you, but not for the other person. We all have such experiences in our everyday life, and it can happen more frequently when you work together with someone from another culture. As a well-prepared mentor, you should expect to see such differences during the mentoring period.

2.3. How is cultural diversity apparent in everyday situations?

During the intercultural mentorship programme, you and your mentee are quite likely to experience cultural differences. You might have different opinions about certain issues and have different feelings about certain events and situations. This is absolutely natural, as we use our shared knowledge to interpret verbal, written or other messages we receive from others, and cultural attitudes, values and patterns of thinking are integral parts of this knowledge.

But as you gain experience as a mentor, you will feel at home in more and more situations and groups, and you will find it easier to understand how different systems, countries and cultures work. But remember: even though intercultural awareness is a good starting point to overcome differences, no two individuals are alike, so there is no perfect recipe for building a good relationship with your mentee. The questions below, however, can be used as starting points:

- Is there anything that is not clear? Ask.
- Do you feel when you are talking about something that it is new for your mentee? Tell them more about it.
- Is there something you don't agree on with your mentee? Listen to their arguments and imagine how would you feel in their place.

3. WHEN AND HOW CAN YOU HELP AS A MENTOR?



You have tasks as a mentor even before your mentee arrives: this is the time you first get in touch, and you should also prepare for the coming semester. Some mentorship programmes have a preparatory training for future mentors, and as you are preparing you may also want to contact foreign students already staying in Hungary: they will probably be happy to talk about what kind of support they needed before and after their arrival. You will find useful information on the website and Facebook page of Study in Hungary, and in the “User’s Guide to Hungary”, a booklet with practical and useful information for foreigners who come to study in Hungary. You can find the links for these at the end of this handbook, in the useful links section.

The next chapter lists the tasks and challenges you may face as a mentor. In the first part of the chapter we describe the tasks you have before your mentee’s arrival. After that we discuss the administrative tasks and the requirements for starting the semester. Finally, we describe what else you will have during the semester.

3.1. What to do before the mentee arrives

How to get in touch with your mentee

As a mentor, one of your first tasks is to get in touch with your mentee, which is easiest to do electronically (via email or on social media). You should introduce yourself first and provide an overview of the mentorship system, telling your mentee in what issues you will be able to assist them. You should exchange phone numbers at this stage and discuss when and where your mentee will arrive. Offer your help in getting to their accommodation. If you can’t meet them on arrival (at the airport, bus or train station), suggest means of transport and lines to use to get to the meeting point you agreed on.

How to help your mentee with their accommodation

The host institution informs international students about accommodation options in the acceptance letter. If your mentee has not made a decision yet, you should suggest living in a student hostel, as it is easier to make friends in the community there, which will make adjustment much easier. If your mentee doesn’t want to live in a student hostel, you can help them find the best accommodation or apartment to rent. Check out the current rent rates, show your mentee the major apartment finder sites, university services and Facebook groups, then go with them to see the apartment and make sure that there is also an English version of the apartment lease agreement.

Which students need to apply for a Hungarian visa and how?

If the student is a citizen of the European Economic Area (EEA – EU member states, Iceland, Liechtenstein, Norway and Switzerland), they can stay in Hungary for up to 3 months with a valid passport or ID. This means they don’t need to apply for a visa.

If the mentee is not a citizen in an EEA country and wishes to spend a longer period in Hungary, they need to apply for a Hungarian residence permit in their home country at the competent Hungarian embassy or consulate. Find out more at:

<https://konzuliszolgalat.kormany.hu/download/8/78/30000/ENTRYFORLONGSTAY20120327.pdf>

To prevent unpleasant surprises, remind your mentee before their departure that only if their application is granted will they get a long-stay visa. This is the document they need to travel to Hungary, where they can start the procedure for getting a residence permit.

How are the mentee's health care expenses covered?

If the mentee is from an EEA state, the European Health Insurance Card (the so-called blue card) is sufficient for covering their health care expenses in Hungary. The European Health Insurance Card covers emergency care mostly, so you should remind your mentee that they can buy private insurance before coming to Hungary to cover all their health care expenses.

Further details: <https://ec.europa.eu/social/main.jsp?catId=559&langId=en>

What else should you tell your mentee before their arrival?

Usually the host institution provides detailed information to foreign students about the deadlines of key administrative tasks. As a mentor, however, you should remind them of these dates, as missing them may result in the student losing certain rights. It is important that the mentee should know about the registration period, and the start and finishing date of course registration. You should also show them how to use the online learning management system of the university (e.g. ETR, NEPTUN).

Certain Hungarian scholarships announced at the university may be open to foreign students as well. For detailed information about scholarships available for international students, contact the Student Union at your college/university.

THE TASKS OF THE MENTOR BEFORE THE MENTEE'S ARRIVAL

STEP 1

GET IN TOUCH

- Social media, e-mail
- Mutual introduction
- "What is the mentorship programme?"

STEP 2

GATHER INFORMATION ABOUT THE MENTEE'S ADMINISTRATIVE TASKS

- Residence (visa, finding a place to live)
- Health care expenses
- Deadlines (registration, course registration)
- Learning management systems (Neptun, ETR)

3.2. What to do when your mentee arrives

You will have the most to do when your mentee arrives: you will have a lot of tasks as, besides the administrative issues at the university, you will also have to provide help with official procedures. In addition, it is also important to support your mentee in social adjustment.

Administrative and official procedures

In Hungary, handling official procedures is often difficult if you don't speak Hungarian, so whenever you can, go with your mentee to the different institutions to help them overcome language barriers. If you are not Hungarian yourself, ask your mentor pair to go with the mentees. With the help of a Hungarian citizen, understanding and filling out forms will be easier.

Again, don't forget that the regulatory background for administrative and official obligations is subject to change, so here we only provide a short summary about the procedures your mentee may need your assistance with, and we tell you where you can get information about these. It is important that you regularly check these sources to stay up-to-date in this regard.

- Students from third countries also need to register at the Immigration and Asylum Office. You can find information about the procedure here: http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=1244&Itemid=1807&lang=en

THE TASKS OF THE MENTOR UPON THE MENTEE'S ARRIVAL

STEP 3

OFFICIAL PROCEDURES

- Immigration Office
- Health Insurance Card
- Tax Card
- Opening a bank account

STEP 4

BEGINNING OF THE SEMESTER

- Show the important places (Student Centre, International Office, Student Union, eateries)
- Help with registration (too)
- Neptun / ETR (course registration, student ID)

STEP 5

Other info

- Local and long distance routes in public transport
- Introducing Hungarian specialties
- Programmes
- Integration
- After the student's arrival, the host educational institution can apply for a Health Insurance Card. Further information about the process is available at the International Office of the university.
- Information about the process of getting a tax ID is available at the website of the National Tax and Customs Administration (NAV). You can download the necessary form from the NAV website. You will also need to install the ÁNYK application for filling out forms. You can also find the NAV assistance centre nearest to you on the website.

Request a tax identification number

Download the ÁNYK application

Find a NAV assistance centre

- You can find out about the details of opening a bank account online or at a branch. Please note that depending on which country the student is from, different documents may be necessary for opening an account.

3.3. What to do at the start of the semester

During the registration week before the class period, introduce the university's infrastructure to your mentee. Show them around at the university/college, show them the Student Centre, the International Office, and the offices of the Student Union and the Mentor Network. Go to the university library with your mentee, as they will surely spend a lot of time there. Registration to the library is only possible after the university registration, but it's good to know where the reading rooms are from the very start. What you should also show your mentee: community spaces, student centres, the offices of the department/institute responsible for your mentee's study programme. If possible, show them restaurants, hangouts, bookstores with foreign book sections, and cinemas with foreign-language movies near the university, and try to find the time to show them the sights of the city.

What administrative obligations does the mentee have at the college/university?

All students, including foreign students, must register at the higher education institution. The university notifies students about the registration period and the required documents in writing, but it's best if you provide support to your mentee throughout the process. Consult the International Office of the college/university and your mentee about the registration period and the necessary documents.

The online learning management system

Most Hungarian colleges and universities use either the ETR or the NEPTUN system, which are not always easy to navigate. Help your mentee as they learn the system your university/college uses. Don't forget to register for the current semester, show your mentee how to register for courses, where to find their schedule, and which menu item to use to register for exams. It is important to show the menu item for handling payments, and the details of the institution's application management system, if there is one, as in most institutions where there is such a system, scholarship applications are also available there.

How can foreign students apply for a student ID?

Every student in a full-time study programme who is in an active semester is entitled to get a student ID. Contact the Student Centre for details about the process of getting a temporary or permanent student ID.

3.4. Further tasks of the mentor

The last part of the chapter describes tasks which might occur in addition to official matters, and which help your mentee's adjustment. In addition to the help you provide your mentee in official matters that are vital for their studies, it is also important that they should feel relaxed in their everyday life, as this is what makes this a memorable experience. The image they will have of Hungary greatly depends on what they get to know about the country, about Hungarian culture and everyday life.

Show your mentee how public transportation works

Show your mentee the major transportation hubs, routes and night routes in the city. Take a look at the railway company's English homepage and the menetrendek.hu website, where you can plan trips using buses, trains and boats. Don't forget to check out the website of the local public transportation company, too. You might also want to take a look at some rideshare sites or groups.

What national and local sights should you show your mentee?

During school holidays and long weekends your mentee can get to know the city where they're staying, visit its surroundings, or even venture a bit farther. There are quite a few World Heritage sites in Hungary. These are worth a visit and may be the reason why foreign students come back to Hungary after their studies are over (<https://www.vilagorokseg.hu/start/index/lang/en>). If your mentee is not staying in Budapest, you should suggest spending a weekend in the capital. For those who are studying in Budapest, visiting other cities can be a great experience. You can find useful tips for planning leisure activities on the websites listed in the useful links section at the end of the handbook.

When planning such programmes, consider where your mentee is from and what their cultural background is, and suggest something they will find exciting and interesting. Don't be surprised if your mentee is not open to every programme, as there are European customs that are not accepted elsewhere, such as using public baths, going to the beach, eating pork, or drinking alcohol. Don't let this discourage you: there are many other ways to help your mentee get to know Hungary.

What cultural programmes should you recommend your mentee?

If the foreign student is interested in cultural events, show them the galleries, museums and exhibitions in the city, and check out what concerts will be held during their stay. You should show them the most popular social media sites that offer programmes in English, other online program guides, and ticket offices. There are theatres with English-speaking productions, and dance performances are something you can enjoy without words. If your mentee is staying in Hungary during the summer, you can also go to festivals together.

Other tasks you may have as a mentor

As a mentor, keep in touch with your mentee as long as they need it. If your mentee has difficulties adjusting to the new community, try to engage them in a lot of community activities. If your mentee has problems with their studies, tell them about the student consultancy centre at the university, where they can get professional help.

Before the exam period, tell your mentee about their obligations and rights concerning the exams. Find out who they can turn to if they experience the violation of rules or discrimination during the exams.

Your mentee may fall ill or have an accident. If there is no designated physician who speaks foreign languages, it is important that you go with them to the clinic or hospital to avoid language problems.

4. THE STIPENDIUM HUNGARICUM SCHOLARSHIP



Stipendium Hungaricum

The Stipendium Hungaricum programme was launched by the Hungarian government in 2013 to encourage Hungarian higher education institutions to admit an increasing number of foreign students. The programme is based on bilateral educational cooperation agreements, entered into by the ministries responsible for higher education in the sending countries and in Hungary. The current list of partner countries is available here: <https://www.tka.hu/international-programmes/2966/stipendium-hungaricum/>

Scholarships are available at Bachelors, Masters, and PhD level and in one-tier programmes. The duration depends on the length of the study programme. Students can take part in guest studies, and options other than full-time studies are also available if the educational cooperation agreement with the sending country allows it and the host institution offers such arrangements. Students can take a one-year Hungarian language course at the beginning of the programme. The host institution provides accommodation to scholarship recipients, or if that is not possible, it will provide a monthly rent allowance for the duration of the scholarship period. In addition, students are entitled to health insurance as provided for in current legislation, and additional health insurance.

5. WHAT THE MENTORSHIP PROGRAMME GIVES YOU AND WHAT IT EXPECTS FROM YOU



More often than not, the mentor works as a member of an organisation. This network helps those who participate in the programme so that they can do their job as efficiently as possible. Most mentorship programmes are led by one or more coordinators, either members of the university staff or volunteer students like yourself. If you have any difficulties while working as a mentor, you should contact the programme coordinator. In addition to the programme coordinator, a supervisor and additional staff members – such as experts supporting the personal development of the mentors – may also be available if you need to discuss issues that come up during mentoring. In this chapter we have collected the types of support you can get as a mentor in the programme, and what additional tasks you have.

5.1. What other task do you have in the mentorship programme in addition to supporting your mentee?

How and how often coordinators and mentors keep in touch varies by institution. If the programme coordinators organise personal meetings during the semester, participation is highly recommended, as this is where you plan and discuss the tasks of the semester and track your cooperation with your mentee. You should take the coordinator's advice, and perform your tasks to the best of your ability.

Even though your key task as a mentor is to support the mentee, as someone in the mentorship programme you should not neglect the administrative and quality assurance tasks that are vital for the programme. Many people are not that keen on administrative tasks like signing the contract with the mentor organisation, documentation, etc., but this is also a part of your job as a mentor. Observe deadlines, and perform these tasks accurately and carefully. Your coordinator will provide you with information about your tasks.

It is very helpful for the programme if you have a proactive attitude towards the project, and in addition to your obligatory tasks, you volunteer and help e.g. with the organization of the programme, by placing posters, or by sharing your ideas with the organizers.

5.2. Who to stay in touch with in the mentorship programme

Several people work in the mentorship programme, and their cooperation is the key resource for the support of the foreign students.

If there is a programme coordinator (or several coordinators) in the mentor programme of your institution, this person will be your first point of contact with the network. The programme coordinator will inform you about the events of the semester, the date of specific programmes, permanent tasks, and tasks that come up during the programme, and will send you updates about news and opportunities. If you have any questions regarding the mentorship programme, you can always turn to the programme coordinator.

You can also meet your fellow mentors at group meetings. Such a meeting is a great opportunity to share experiences, information or programme ideas. Other mentors may have the same difficulties as you do, and it is so much easier to find the solution together. You can also raise specific issues in this setting.

During your time as a mentor, you may get in contact with instructors as well, as you may need to inform them about the mentorship programme or specific programmes. Try to get in contact with the relevant units at the institution that provide support services to the students, and with student organisations. If necessary, you can refer your mentee to them for help.

The Stipendium Hungaricum Mentor Network promotes group mentoring. In this case you are not the only person assigned to a mentee, but you have a fellow mentor and the two of you have several mentees together. One benefit of this is that foreign students immediately have a small community when they arrive, which makes it easier for them to build relationships. It is also helpful to you, as when the mentee can't get hold of one of you, they can turn to the other person. If you work in this setting, it is important that the two mentors share the tasks equally.

5.3. What happens when you need help?

You may find your tasks as a mentor overwhelming. You get tired as you support your mentee, you are not on the same wavelength, or you have a disagreement. Such bumps happen in all human relationships, but it is best for both of you if you work it out as soon as possible. If you need help in this, you can turn to the staff of the mentorship programme for advice or help anytime. For example, if you feel you can't resolve your conflict, the programme coordinator can help you find a new mentee and a new mentor for the student you couldn't work with.

If possible, a supervisor also works in the programme. You can turn to this person with any questions or concerns you have as a mentor. You can think about it together, and you can find a solution together. You can also discuss how effective you have been so far. The supervisor is there to support mentors in their tasks and to provide feedback to help you build a good mentor-mentee relationship. If there is no supervision in the mentorship programme, the programme coordinator will find you a professional from the student consultancy service. Don't hesitate to contact the programme coordinator.

Issues may come up that only a fellow mentor can really understand, someone who is in a similar situation and does similar things, but still sees the problem from a different angle. During the semester there are several group meetings, and here you can count on each other as you try to find answers. It is very important that in case of an emergency, e.g. if something comes up suddenly and solving it is beyond your skills, notify the programme coordinator immediately.

The advice above is of course general and serves only as a guideline. Specific participants and solutions vary by institution.

5.4. How to handle the mentee's data and personal stories

As you work as a mentor, you will access lots of data and personal stories that are vital for performing your tasks but are considered sensitive data. Handle this kind of information very carefully. The mentorship programme is based on trust, a cornerstone of which is confidentiality. The confidentiality rules of peer support relationships apply to the mentor-mentee relationship: information about the students, their family or environment may not be disclosed to anyone. Treat any data you obtain confidentially. Decisions about all data processing issues are made by the head of the programme.

6. USEFUL EXPRESSIONS



Here are some expressions which you may find useful in your everyday tasks, but which are not necessarily part of a general vocabulary.

MAGYAR	FRANCIA	FRANCIA
Bevándorlási Hivatal	Bureau de l'immigration	Immigration Office
Konzulátus	C Konzulátus	Consulate
Nagykövetség	Ambassade	Embassy
Tartózkodási engedély	Permis de séjour	Temporary residence permit
Tanulói vízum	Visa d'étudiant	Student visa
Nemzeti Adó- és Vám-hivatal	Direction générale des Finances publiques	National Tax Authority
Adóazonosító jel	Numéro fiscal	Tax ID (Tax Identification number)
Adókértve	Carte d'identité fiscale	Tax card
Ideiglenes lakcímkártya	Carte d'adresse temporaire	Temporary address card
Albérleti szerződés	Contrat de sous-location	Apartment lease agreement
Országos egészségügyi pénztár	Caisse nationale d'assurance maladie	National health insurance fund
Egészségügyi biztosítás	L'assurance maladie	Social /health insurance
TAJ-kártya	Carte de sécurité sociale / Carte d'assurance maladie	Social/health insurance card
Orvosi ügyelet	Service médical	On-duty health care
Kar	Faculté universitaire	Faculty
Intézet	L'institut	Institute
Tanszék	Département	Department
Tanszékvezető	Chef du Département	Head of Department
Tanulmányi hivatal	Bureau d'Études	Student centre
Hallgatói jogviszonyigazolás	Preuve du statut d'étudiant	Proof of enrolment
Tárgyfelvétel	Prise des cours	Course enrolment/ registration
Ideiglenes diákigazolvány	Carte d'étudiante temporaire	Temporary student card
Egyetemi előadás	Présentation universitaire	Lecture

7. USEFUL LINKS



Official procedures:

- Consular Services: <https://konzuliszolgalat.kormany.hu/en>
- Information on staying in Hungary for over 90 days:
<https://konzuliszolgalat.kormany.hu/download/8/78/30000/ENTRYFORLONGSTAY20120327.pdf>
- Immigration and Asylum Office: <http://www.bmbah.hu/index.php?lang=en>
- Residence Permit for the Purpose of Study for third country nationals:
http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=74&Itemid=715&lang=en
- National Health Insurance Fund of Hungary:
http://neak.gov.hu/felso_menu/rolunk/kozerdeku_adatok/tevekenysegre_mukodesre_vonatkozo_adatok/a_szerv_feladata_alaptevekenysege_es_hatarkore/en_a_szerv_alaptevekenysege_feladata_es_hatarkore
- European Commission – Employment, Social Affairs and Inclusion
<https://ec.europa.eu/social/home.jsp?langId=en>
- European Health Insurance Card:
<https://ec.europa.eu/social/main.jsp?catId=559&langId=en>
- National Tax and Customs Administration (NAV): <http://en.nav.gov.hu/>
- Information on applying for a tax identification number:
<http://en.nav.gov.hu/taxation/registration>

Information about Hungary and Budapest:

- Go to Hungary: <http://gotohungary.com/about-hungary>
- We Love Budapest: <https://welovebudapest.com>
- Budapest: <https://www.budapestinfo.hu/en>
- MÁV Group (railway company): <https://www.mavcsoport.hu/en>
- Just Landed: www.justlanded.com

Culture and entertainment

- Balassi Institute: <http://www.balassiintezet.hu/en/>
- Funzine: <https://funzine.hu/en/>
- UNESCO – World Heritage: <https://www.vilagorokseg.hu/start/index/lang/en>
- Museums: <http://www.museum.hu/?lang=en>
- The Parliament: <https://www.parlament.hu/en/web/house-of-the-national-assembly>
- The Hungarian State Opera: <http://www.opera.hu/?lan=en>
- Fine Arts in Hungary: <https://www.hung-art.hu/index-en.html>
- Múpa Budapest: <https://www.mupa.hu/en>
- Budapest Card: www.budapest-card.com
- Hungaroring: <https://hungaroring.hu/en/dest>
- Budapest Spas: <http://www.spasbudapest.com/>

For students:

- Tempus Public Foundation: <https://tka.hu/english>
- Study in Hungary: <http://studyinhungary.hu/>
- Study in Europe: <http://ec.europa.eu/education/study-in-europe>
- iHipo – International jobs and internships: www.ihipo.com

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