

Student Survival Kit

Welcome to the Institute of English Studies! We are looking forward to working with you and hope that the years you spend at Károli will not only help you obtain your academic degree, but will also be full of truly memorable experiences. This sheet is a small “survival kit” designed to provide basic information about life at the Institute.

Some useful websites

The Institute’s website: <https://btk.kre.hu/index.php/anglisztika-intezet> . This is where you find ALL the relevant information concerning your studies (e.g. list of subjects, Guidelines for Thesis and Essay Writing, contact information for faculty members, information on the Basic Exam, etc.).

The Institute’s Facebook page: <https://www.facebook.com/KaroliEnglish> . This is where you find information about upcoming events, programs, etc. Make sure to join!

How to communicate with faculty and staff

Members of the faculty might not be available every day. They might or might not reply to emails at once.

Sample email to teachers:

- have an informative **subject line**
- be concise
- no emoticons
- If you write on behalf of other students as well (for example, you submit homework together), use the **Cc function** (= include the students into the mail).
- In replies, use the **Reply all** function!
- be formal:

Dear Professor, / Dear Dr. Surname, ~~NOT: Dear Maria, / Dear Teacher / Miss ... / Mrs ...~~
Tisztelt Tanárnő! / Kedves Tanárnő! / Kedves Tanár Úr! ~~NOT: Kedves Judit! / Jó napot!~~

I am a **first year** student in your **BAN 1234** class. OR: I am a student in your **Language Practice class (Monday 12.00)**.

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All the best, /Yours sincerely, / Üdvözlettel, ~~NOT: C-U tomorrow,~~

Kiss Gabriella (osztatlan tanárképzés / BA)

HSDF23 (Neptun kód)

Contacting the Institute Administrators:

Send your emails to anglisztika@kre.hu. If you enquire about a certain course, write the course code in the subject line, like this: Subject: BAN 1013 Failing to do so will slow down the processing time of your enquiry.

Further useful information

Deadlines, forms:

<https://btk.kre.hu/index.php/2015-10-20-12-12-54/tanulmanyi-osztaly/tanulmanyi-idopontok-idoszakok.html>

<https://btk.kre.hu/index.php/2015-10-20-12-12-54/tanulmanyi-osztaly/hasznos-informaciok.html>

Curricula (list of subjects)

- **BA in English and American Studies:**

<https://btk.kre.hu/index.php/alapkepzesek/category/1132-2022-szeptemberetol-ervenyes-mintatantervek.html>

- **Teacher of English Language and Culture:**

<https://btk.kre.hu/index.php/osztatlan-tanari-mesterkepzesek/category/1173-2022-szeptemberetol-ervenyes-mintatantervek.html>

Course descriptions:

http://www.kre.hu/tajekoztato_kiadvany2022/btk/

(You will be able to access these only with a password – see the instructions on the opening page)

Course schedules and requirements:

moodle.kre.hu

(You will be able to access these only with a password – see the instructions on the opening page)

Academic regulations:

Hallgatói követelményrendszer (Tanulmányi és Vizsgaszabályzat – TVSZ)
(<http://www.kre.hu/portal/index.php/home/szabalyzatok.html>).

Information on the University's free counselling services:

<https://btk.kre.hu/index.php/1586-kihez-fordulhatok-uj-online-kiadvanyunk-az-ingyenes-egyetemi-tanacsadasi-es-tamogato-szolgaltatasokrol.html>

Students with special needs:

<http://www.kre.hu/portal/index.php/felvetelizoknek/fogyatekossaggal-elok.html>