



M O B I L I T Y G U I D E

H U N G A R Y






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Part I: General country information

Official name:	Magyar Köztársaság
Capital:	Budapest
Flag:	
Language:	Magyar (Hungarian)
Government:	Parliamentary democracy with a single-chamber parliament (Országgyűlés) with 386 seats; Head of State: State President László Sólyom (since August 2005); Head of Government: Prime Minister Ferenc Gyurcsány (since September 2004). Parliamentary elections take place every 4 years. The head of state is elected every 5 years by parliament.
Inhabitants:	10.056 million, 1.693 000 of those living in Budapest
Unemployment quota:	7,7 % (June 2007)
EU-Membership:	Accession on 1st of May 2004
National holiday:	15 March (national holiday); 20th of August (official national holiday, celebration of the founder of the nation and the first Hungarian king, St. Stephen the first); 23rd of October (start of the Hungarian popular uprising in 1956 and the proclamation of the republic in 1989)
Currency:	Forint (Ft) (exchange rate in mid 2007): 1 Ft = 0,004 €
Time:	MEZ 0
Prefix:	++36
Internet:	.hu

Part II: General information to prepare for mobility

In preparation for a working stay in Hungary it is advisable that you familiarize yourself with the country, its people and customs. This will help you to find your way in your

new living and working environment, especially at the beginning of your stay.



Labour market information

According to the German-Hungarian Centre for Education in Budapest, well-qualified workers such as fitters, electronic engineers, NC-CNC machine operators, machinists, EDP specialists, turners, mechanical engineering technicians or electrical engineers are particularly in demand.

Anyone who would like to work as a skilled worker in Hungary has good prospects of finding a job, particularly in the central areas of Hungary as well as in the central and west trans-Danubian areas. Here there is a relatively great and persistent lack of skilled workers in, inter alia, the building and processing trades.

If you are not just completing a period of practical training, Hungarian is a prerequisite at the workplace in many cases.

Money earning and living costs

Compared to many other EU countries, wages in Hungary are relatively low. At the beginning of 2007 the statutory minimum income, when converted, worked out at 266 €. The average gross wage stood at 849 € per month. However, an upward trend can be detected with regard to pay levels. In the North, South and East of the country employees earn relatively little. Wages are highest in the greater Budapest area. There is a statutory minimum wage in existence for employees, the level of which is set by the government.

As a rule, wages are settled once a month and paid out in arrears. The employee receives his money in cash or by bank transfer.

The following contributions are paid to the office for tax and financial auditing from the gross wage:

- ▶ pension scheme contribution: 8.5% for people liable for social security or 0.5% for members of private insurance schemes, whereby, for the latter, the contribution for membership of the private pension scheme stands at 8%.

- ▶ health insurance contribution: 7%,
- ▶ health care levy: 1,950 HUF (approx. 7.80 €)/month,
- ▶ employee contribution: 1.5%,
- ▶ personal income tax.

The cost of living has risen in Hungary in the last few years. In addition, in 2006 the Hungarian government raised value added tax to 20 percent.

There are sharp differences in rental costs depending on the region. In smaller towns such as Debrécsen or Szeged they are considerably lower than in Budapest where you can pay up to 500 € in rent, including heating. Compared to other European cities, however, the cost of living in Budapest is relatively low.

Average prices for products are:

- ▶ Loaf of bread: about 50 Cent
- ▶ Cup of coffee: 1–1,30 €
- ▶ Lunch in a restaurant: 8–10 €
- ▶ Beer (0,5 litre): 1–1,50 €
- ▶ Cigarettes: 2 €
- ▶ Taxi ride: 0,85–1,25 (per kilometre)
- ▶ Public transport: 50 Cent per trip
- ▶ Monthly ticket for public transport in Budapest: about 28 € (elsewhere about 12 €)
- ▶ Litre of petrol: about 1,20 €
- ▶ Hairdresser: about 10–20 €
- ▶ Cinema ticket: 4 €

Looking for a job: where to start?

Not everyone who would like to work in Hungary already has contacts who may be useful when it comes to looking for a job. In the event of your being left to your own devices in the search for businesses that are worthwhile contacting, start with a search on the internet. The largest employers' feder-



ation in Hungary for small and medium-sized craft companies, "Ipartestületek Országos Szövetsége" (IPOSZ) could be a first port of call for you: www.iposz.hu. The organisation brings together numerous businesses and can be contacted in the following languages: Hungarian, English, French, German, Italian, Slovak, Czech.

If you already know which company you would like to work for, write a letter of application on spec. This is completely normal in Hungary. If the company does not have any job to offer at the time, your application may possibly be considered at a later date. However, get up on the company to which you wish to apply beforehand. Even small companies showcase themselves on the internet nowadays.

On the website of the Hungarian administrative authority for employment, "ÁFSZ" (Állami Foglalkoztatási Szolgálat) www.afsz.hu, you will find numerous jobs on offer. These are aimed predominantly at skilled workers and unskilled workers. Anyone who is interested in a job offer must send their application to the competent employment exchange.

The websites www.allas.hu, www.allas.lap.hu or www.allas.startlap.hu offer an excellent overview of the various employment exchanges in Hungary. Translated into English, "Állás" means more or less "job". A knowledge of Hungarian is also an advantage when carrying out a search on the internet.

Private employment agencies are also being made use of more and more frequently in Hungary. You can also find a list of companies for temporary work and staff agencies on the internet at www.allas.hu. The advantage is that some of the employment agents also introduce themselves in English. You can also find a list of registered private agents on the website of the Hungarian administrative authority for employment, "ÁFSZ" (www.afsz.hu).

Anyone who prefers to look for his job offers in the newspaper, should have a look at the daily newspaper "Népszabadság" (www.nol.hu) or search the weekly newspaper "HVG" (www.hvg.hu). You can find other Hungarian newspapers as a list of links on the website <http://ujsg.lap.hu/>.

In addition to the well-known routes such as newspapers, the internet or employment agencies, it is worth making enquiries at the chambers and in the so called work centres (Munkaügyi Központ).

Recommended addresses:

Recommended addresses:

<http://darmk.afsz.hu/Engine.aspx>

http://www.afsz.hu/engine.aspx?page=fovaros_stat_munkpiaci_inf_2007

Application

In Hungary, as a rule, an application includes a covering letter, a curriculum vitae as well as documents that attest to the vocational qualifications of the person seeking employment or also, for example, give information with regard to the knowledge of foreign languages that he has.

The covering letter should not be more than one page. Sometimes they want it to be in handwritten form. The reason why you would like to work in Hungary should also be mentioned in the covering letter.

The curriculum vitae should not be more than one to two pages in length. As a rule, it is written on a typewriter/the computer – unless they expressly want specific parts of the curriculum vitae to be handwritten. As a rule, a curriculum vitae contains:

- ▶ personal information
- ▶ qualifications and professional experience
- ▶ knowledge of foreign languages and EDP
- ▶ as well as hobbies and voluntary activities.

The Hungary Equivalency and Information Center (HEIC) can be contacted at www.ekvivalencia.hu in the event of ques-



tions with regard to the recognition of certificates and qualifications. In many countries, when it comes to job applications, the first name comes after the surname and vice versa. Therefore, you are advised to write your surname in capital letters.

Working conditions

Normal working hours in Hungary are 8 hours per day and 40 hours per week. If the working time is longer than this, the number of hours must not be allowed to exceed 12 hours per day or 60 hours per week. Working hours are, in some cases, governed by a collective wage bargaining agreement or specified by the employer. Bonuses of 15 or 30 percent are paid for shift work. As a rule, each employee is entitled to two full rest days per week. Sundays may only be worked in exceptional cases. The legal entitlement to holidays is on a sliding scale according to age:

- ▶ Employees up to 25 years of age: 20 days
- ▶ Thereafter, the number of days holiday increases in stages
- ▶ Employees from 45 years upwards: 30 days
- ▶ In addition, there are ten public holidays in Hungary which, as a rule, are not worked.

Social security

As soon as you have signed a contract of employment, you are accepted into the relevant national social security system. In the EU, as an employee, you are actually socially insured in the country where you are currently carrying out a job. The employer has to pay part of the social security contributions on behalf of employees.

The employee contribution to the social security contributions is 16 percent of the gross salary:

- ▶ Health insurance: 6 percent
- ▶ Unemployment insurance: 1.5 percent

- ▶ Pension scheme: 8.5 percent

You can find information on social security in Europe on the websites of the European Commission at <http://ec.europa.eu> (search word „EUlisses“).

As an employee, as soon as you have been accepted into the Hungarian social security system, you are entitled to benefits under the health provision scheme. To this end, you will be issued with a TAJ card (social security card) which contains your social security ID and further personal details.

Looking for accommodation

Depending on the length of your stay and your financial resources, you have different possibilities to find accommodation.

1. Room/Flat

Generally speaking, you will pay more for a room or a flat in Budapest than in smaller towns and in the country.

When looking for a flat in Hungary, it may be worthwhile for you to compare the extra charges (the cost of cleaning the building, refuse collection and maintenance). As a rule, water, gas and electricity are paid once a year in the form of a flat rate. Search through the local small ads, go to estate agents' offices, and enquire in cafés or supermarkets. Or ask your employer in advance if he has any tips. Perhaps he, or a colleague, has a room for the duration of your stay. Living in private accommodation has the advantage that you have a so-called “family connection”, you settle in more quickly and are able to learn the language more quickly.

2. Youth Hostels

With an international youth hostel pass you have the chance of cheap accommodation (8–20 euros) for the initial period or, of course, for your stay, if it is a short one. If in doubt,



enquire as to what is the maximum period is that you can stay there. Often this is only 3–6 days. There is information and you can make online bookings at:

<http://www.hihostels.com/dba/continent-EU.de.htm>

To be checked before leaving or upon arriving

Before moving to your new country of residence make sure you have:

- ▶ (Temporary) accommodation.
- ▶ Sufficient financial resources for the first month.
- ▶ The right documents:
 - ▶ A valid EU passport/ID card;
 - ▶ A European Health Insurance Card;
 - ▶ An E301 or 303 form.
- ▶ General knowledge of your new country of residence.

Anyone who would like to work in Hungary needs a work permit which the employer applies for at the competent job centre in Hungary.

- ▶ To this end, the company must submit various documents such as proof of qualifications and a health certificate belonging to the person seeking employment.
- ▶ If the job cannot be filled by an unemployed Hungarian (this is checked by the authorities), the person seeking employment receives a work permit for one year. This can be extended.
- ▶ Important: The application for a work permit should be submitted in good time since the application process

and the checking by the authorities, as a rule, take two months.

Finally, anyone who has a work permit can apply for a work visa.

The application for a work visa must be handed in, in person, at the Hungarian embassy. Here, too, you have to build in a lot of time (approx. 8 weeks). For the application you require:

- ▶ a passport that still has a minimum of 20 months to run (an identity card is not sufficient),
- ▶ a passport photograph,
- ▶ the completed application form,
- ▶ the contract of employment,
- ▶ proof of accommodation and proof that you have the necessary financial means
- ▶ a work permit (see above)

The visa is, likewise, valid for a year. You can then apply for a residence permit.

The local immigration authority, “BÁH”: www.bm-bah.hu, can supply information about applying for a residence permit.

You will find information on the entry requirements currently in force at: <http://www.mfa.gov.hu/kum/en/bal/>

Part III: Golden rules for intercultural understanding

A society's hidden rules form the basis for smooth everyday interaction – at home as well as abroad.

Any host will certainly be lenient towards a guest who – despite good manners – behaves differently from a fellow

countryman. For instance, think of a guest smoking at table, something quite natural in that person's home country, but unthinkable in others, and this not only for legal reasons.



Or think of the visitor from Paris, who barely knowing you, gives you a kiss on the cheek.

There is no written law on how to behave correctly in another country, and even within a country, rules will vary from one region to another. Any foreign visitor may therefore unconsciously drop a clanger.

Only living in a country for some time, being attentive and interested, will help you to learn the unwritten rules and see the clangers. However, if you as a guest stick to some basic rules, your stay will run smoothly.

- ▶ Don't be afraid of the unknown. Remember that in your home country you also meet strangers and usually you manage the situation without problems.
- ▶ Let situations sink in. Note the common ground as well as differences, and try to not immediately assess every-

thing in terms of good and bad, better and worse. Things are just different!

- ▶ Confronted with new situations: wait and observe. You may be surrounded by cooperative people, however, be aware that they might never have thought about why things are done this or that way.
- ▶ Get into contact! Nobody expects you to be perfect in the foreign language. So make an effort. Even a few words can open doors.
- ▶ For conversation at your workplace, reflect on your job, your future plans and train the relevant vocabulary before you leave. Also: Read about your home as well as about your target country and region. A country guide of your home region in the hosts' language might make a nice present.

Part IV: Everyday-life

Getting into contact

In Hungary, people greet each other mostly with a handshake. An embrace or a peck on the cheek can be seen in the case of women who are good friends.

The normal greetings are:

Good day ▶ Jó napot kívánok

Good morning ▶ Jó reggelt kívánok

Good evening ▶ Jó estét kívánok

If the situation is less formal, the "kivánok" can be omitted.

Sometimes "Szervusz" or "Szia" ("See you later") are used as an informal set expression when greeting someone.

If you would like to build up a conversation, you can say "Hogy vagy?" ("How's it going?") after the greeting.

As a rule, people introduce themselves by their surname. Good friends and relations greet one another by their first name. Also young people are addressed among one another and by adults by their first name.

The Hungarian expression for saying goodbye is "Viszontlátásra" ("Goodbye"), or simply "Viszlát".

Language

To settle into a job a knowledge of Hungarian is, of course, very advantageous. However, it is not so easy for many Europeans to learn Hungarian. It belongs to the Finno-Ugrian branch of the Uralic family of languages and has, for example, hardly anything in common with the Romance family of languages. Fortunately, very many Hungarians speak English, and some of them also speak German. After Eng-



lish, German is the second most popular foreign language in Hungary.

Up until 1989 every child had to take part in Russian lessons from primary five. Thereafter, this subject was replaced by a choice of English, French or German.

Anyone who makes an effort to learn the language of his host country will be making a great contribution towards integrating himself into the company and private life.

Hello ▶ Jó napot kívánok

Hello (be greeted, addressing someone informally/formally) ▶ Szia / Sziasztok

Good evening ▶ Jó estét kívánok

Good night ▶ Jó éjszakát kívánok

Goodbye ▶ Viszontlátásra

Bye ▶ Szia/Sziasztok

My name is ... ▶ ... a nevem

What's your name? ▶ Hogy hívnak?

I would like ▶ Szeretnék ...

Thank you! ▶ Köszönöm

Please (used before thank you) ▶ Kérem szépen

Please (used when asking for something): ▶ Kérem

You're welcome ▶ Szívesen

I beg your pardon? ▶ Tessék?

Enjoy your meal! / Prosit! ▶ Jó étvágyat! / Egészségére!

Sorry ▶ Bocsánat

Yes ▶ Igen

No ▶ Nem

I (don't) like this ▶ Ez (nem) tetszik

Nice to meet you ▶ Örülök, hogy megismerhetem

Working environment

If you dip into Hungarian business life, you will soon discover that formal and hierarchical structures are still widespread.

Punctuality in Hungarian business life is highly prized. People prefer to arrive early for a business meeting rather than keep the other person waiting.

Communications are conducted at a rather indirect level. People prefer to avoid coming to the point immediately. Critical topics are rarely addressed openly. The word "No" is considered to be impolite and people, likewise, like to avoid it. Criticism is frequently taken very much personally.

Some Hungarians are very extrovert and exhibit Southern European traits. In their dealings with business partners, Hungarians are – just as they are in private life – hospitable and concerned for the welfare of their business partner. Making reciprocal visits in order to build up a personal business relationship is normal.

Young people are increasingly speaking English and also German. In the case of older business proprietors this is not necessarily the case. Moreover, they are sometimes less open and less extrovert.

Manners/Etiquette

Politeness plays a very big role in Hungary. "Kérem szépen!" means "You're welcome". Irrespective of whether it is in the private sphere or in business, this expression will follow you everywhere. Titles such as "Doctor", "Professor" or "Principal" are frequently expressed along with the person's surname.

If you, as a man, wish to make your respect for a woman clear, you can say "Kezét Csókolom" ("I kiss your hand") in order to greet her. Moreover, this is also what children do towards women.

If you would like to visit a Hungarian acquaintance, whom you still do not know very well, let them know about this shortly beforehand. Only good friends, relatives and neighbours visit one another unannounced. Moreover, relatives visit one another really often.



If you are visiting a new acquaintance for the first time, then do not stay too long – take your leave relatively early, after drinking your coffee, for example. If you are a guest at someone's home during the week, take your leave by 11 p.m. at the latest. As a rule, there is a relaxed atmosphere during visits.

If you are invited home for lunch or dinner by a Hungarian, you must expect that the glasses will always be full and that there will be enough to eat on the table. If you then decline, you will possibly be offending the host.

In Hungary, it is normal to take along a small gift for your host, when you are invited, e.g. flowers, wine or chocolates. You can, perhaps, take along something from your home country.

Invitations

In Hungary, there is frequently not such a strict division between private life and business life. Private invitations to the homes of work colleagues are normal. Personal relationships are highly regarded in a person's working life.

If you receive an invitation from a business partner, this mostly takes the form of either lunch or dinner in a restaurant. However, business matters are only spoken about if the atmosphere has become relaxed prior to this through conversation, jokes or anecdotes.

If you receive an invitation to someone's house, accept this in any case. This is a kind of honour for you.

Topics for conversation

Hungarians are, in most cases, perceived of as being open and hospitable. They are interested in other peoples and their cultures and find it nice, on the other hand, when other people are interested in their country.

In order to start up a conversation, Hungarians, in the case of foreigners, like finding out about their private background: family, nationality, friends and such like.

Popular topics of conversation in Hungary are, inter alia, family and hobbies such as sport. The most popular form of sport in Hungary is football. In 1938 and 1954 occupied the number two position in the world championships. Also, the Hungarians have come off well so far in the Olympic Games.

People like touching on the working atmosphere or current events.

The wealth of culture Hungary has to offer provides numerous topics of conversation. Hungarian film production is, moreover, subsidised by the state.

Restaurants, pubs or cafés often arrange readings, discussion evenings etc. which sometimes give rise to casual conversations.

Sometimes Hungarians appear proud and easily offended. For that reason, avoid contradicting people too severely in conversations. You would do better to avoid topics that have the potential to provoke a lot of conflict.

Spare time

Admittedly, the most popular sport in Hungary is football, but swimming, tennis, fencing, sailing, horse riding, hunting or angling also form part of the leisure time schedule for many Hungarians. In all towns there is the possibility of taking part in many different types of sport.

In Hungary, in addition to the large cinemas, which mainly show Hollywood films, there is also a whole load of repertory cinemas for individual film lovers. These are often cheaper than the multiplex cinemas – however, they are often not as modern.



Here, by way of an example, is some information on

20th of August – St. Stephen's Day

Saint Stephen (969–1038) was the first king of Hungary. As he was crowned at Christmas in the year 1000, an Ascension procession takes place on this day. In addition, the (holy) right hand of Saint Stephen is displayed in the Basilica of Saint Stephen. In the evening, a fireworks display is put on on Gellért Hill.

Easter Monday

On Easter Monday, it is traditional for men to spray women with perfume (in earlier times it was cold water) so that they do not "wilt". This custom can be traced back to some Easter rhymes. The men are given a glass of schnapps, for example, in return by way of thanks (in times gone by it was coloured eggs). Here, by way of an example, is some information

There are numerous options for theatre goers in Hungary – not just in Budapest, where the famous opera house is, but also in most other towns.

The numerous entertainment events accompanied by music – some of which take place in the open air, and some of which are partially covered, and which take place in the evening at various locations in the towns, are very popular.

Programme magazines, some of which publish articles in English, give information on the various leisure programmes. You can also find information on the internet sites of the individual facilities and districts.

Many Hungarians spend their holidays at Lake Balaton or in the adjoining, neighbouring countries.

Public holidays

Differences in habits in European countries often exist where you wouldn't expect them. The way people celebrate holidays tells us a lot about the countries' culture. Therefore, to inform yourself about holiday traditions is a good way to get to know more about the country.

Official holidays:

- ▶ 1st of January: New year
- ▶ 15 March: National holiday
- ▶ Easter Monday
- ▶ 1st of May: Labour Day
- ▶ Ascension Day
- ▶ 20 August: Saint Stephen's Day, national holiday
- ▶ 23 October: National holiday
- ▶ 25–26 December: Christmas

Eating & drinking

A famous Hungarian speciality is gulyás (goulash). Gulyás is a stew made from meat, potatoes, onions and paprika.

Keeping pigs is very widespread in Hungary. Therefore, many dishes consist of pork. But beef and poultry are also popular. Paprika must not fail to be included in Hungarian cuisine and it is used in a whole variety of ways.

Noodles, potatoes and dumplings, or a salad of cabbage and vinegar serve as accompaniments. Soups such as halászlé (fish soup) are also very popular. In addition, Hungarians also eat many different kinds of bread and cakes or also pancakes.



Compared to earlier, eating habits in Hungary have changed in the last few years. People have less time and therefore have a preference for dishes that are light and quick to make. Heavy, fat-laden and highly-spiced dishes are becoming rarer and are mostly laid on at banquets. In the meantime, moreover, many different fast-food restaurants are also to be found in Hungary.

Hungarians like drinking wine, which they cultivate in their own country, with food.

Breakfast is mainly eaten between 7 and 10 a.m., and can be described as continental. It often consists of coffee, tea, bread rolls, butter and jam, but people also like extend-

ing it to include eggs, cold cuts, salami, cheese, yoghurt and sometimes chilli peppers.

Lunch is normally eaten between 12 and 2 o'clock in the afternoon and is normally the main meal of the day. It mainly consists of three courses: soup, a meat dish, dessert.

Dinner is eaten after 7 p.m. – mainly at home. Bread or bread rolls as well as cold foods, such as various cold meats, types of cheese and raw vegetables are eaten.

In the towns people often content themselves with a light meal at midday and have their main meal in the evening.

Part V: Vocational education & training

People working abroad obviously speak often about their profession and everyday working life in their home country. It is therefore important to realise that school, vocational education and ways to learn a trade vary distinctively between States.

1. Organisation of the education system

Horizontally, the administrative responsibilities are shared between the Ministry of Education and the ministries (primarily the Ministry of Employment and Social Affairs, the Ministry of Finance and the Ministry of Interior). Vertically, the administrative control is decentralised and the managing responsibility is shared among central (national), local (regional) and institutional levels.

The local governments administer pre-primary, primary and secondary education. The different establishments enjoy a fair degree of decision making autonomy.

Most students attend public sector schools, which are administered and organised by the public authorities.

2. First level of education

Pre-primary education caters for children from 3 to 7 years old. Preparation in pre-primary education at this level (called óvoda in Hungarian) is optional, except for the final year (beyond age 5), which is compulsory.

Education is compulsory up to the age of 18 and vocational studies may not be commenced before the age of 16.

The grading system provides for 5 grades. A one is the worst grade, and a five is the best.

3. Continuing education

After attending primary school for eight years, attendance at a middle school, which lasts for four years, begins. The types of middle school are:

- ▶ grammar school (gimnázium)
- ▶ vocational middle school (szakközépiskola)
- ▶ vocational school (szakmunkásképzőiskola)
- ▶ technical college (szakiskola)

Tertiary education in Hungary includes the state universities and those recognised by the state (egyetem) and advanced technical colleges (főiskola). The most famous universities are Budapest, Debrecen, Gödöllő and Miskolc-Egyetemvaros.

Leaving Certificates

Diplomas have a two-fold function and incorporate academic and vocational qualifications for entrance to higher education. Universities and other university level institutions award egyetemi diploma to students who successfully complete a four year to six year course. A higher vocational qualification to students who (felsőfokú szakképzés) awarded at the end of 2 years of non-university vocational higher education to students who have passed the higher professional education (felsőfokú szakvizsga).

- ▶ grammar school (gimnázium): érettségi
- ▶ vocational middle school (szakközépiskola): érettségi and OKJ bizonyítvány

Part VI: Selected trades

The Hungarian VET register contains more than 400 basic professions and another 400 professions with specialisation. VET takes place in vocational schools and technical “middle schools”.

Depending on the choice of trade young people need to satisfy certain requirements:

- ▶ VET with a valid basic education, i.e. welder, painter.
- ▶ VET after the 10th grade, i.e. butcher, electro technician, hairdresser
- ▶ VET with A-level (i.e. engineer technician, information technician) after grammar school or vocational middle school.

- ▶ vocational school/technical college (szakmunkásképzőiskola, szakiskola): certificates of vocational skills

The szakközépiskola provides pre-vocational training and qualifies students for entry into post-vocational training. Those who have completed the szakközépiskola and passed the leaving certificate examination may continue their studies towards a vocational qualification for one or two years within the context of post-secondary vocational training (felsőfokú szakképzés). The leaving certificate is a vocational certificate (OKJ bizonyítvány).

Passing the school leaving examination (approximately equivalent to A levels) is a prerequisite for entry into the university education system.

The National Register of Vocational Qualifications (Országos Képzési Jegyzék – OKJ) ensures that the knowledge gained within the vocational training is adequate for the labour market.

Currently VET in Hungary undergoes structural changes. In the new system, modularisation will make it easier to learn various professions and to be able to react more flexibly to changing labour market needs.

At the end of the 10th grade young people choose from the offers of vocational schools. Training takes 2–3 years depending on the trade. At the end of training they take an exam.

Hungarian trainees are obliged to write so-called daily reports which must be kept in a training record book (munkanapló). This documentation serves as a check on and as a support for the practical training.



The trainee must sit a written, a practical and an oral part if he is to pass a vocational examination. The contents of the examination are laid down by the Ministry of Education (Oktatási Minisztérium) or by other departments that are responsible for the vocational sector.

If the trainee has successfully completed the examination, he will receive a nationally recognised certificate which entitles him to take up employment as a skilled worker.

Schools and businesses are closely linked to one another in vocational education through the training, some of which is practical and some of which is academic.

In Hungary requirements to be a skilled worker is described officially and is updated regularly by the ministries responsible. Here are some examples:

The “joinery” trade

Name:	Asztalos
Training:	3 years
Entry Requirements:	10th grade
Leaving Certificate:	Final examination at vocational school

Features: Joiners

- ▶ make the business plan,
- ▶ use computer technology,
- ▶ know and abide to fire and health safety provisions,
- ▶ plan production processes,
- ▶ produce massive wooden products,
- ▶ make wooden products by rolling,
- ▶ produce veneer products,
- ▶ treat wooden surfaces,
- ▶ produce laminated products,
- ▶ put together parts of the products,
- ▶ are responsible for technical administration.

The “bricklaying” trade

Name:	Kőműves
Training:	3 years
Entry Requirements:	Basic education and medical check
Leaving Certificate:	Final examination at vocational school

Features: Bricklayers

- ▶ carry out smaller scale earth-moving activities
- ▶ make necessary measurements,
- ▶ carry out demolition work,
- ▶ surface with concrete,
- ▶ makes ironworks, washers and sealings to prevent noise and loss of heat,
- ▶ build walls,
- ▶ put prefabricated elements together,
- ▶ build constructions made of monolith concrete and iron concrete,
- ▶ erect scaffoldings,
- ▶ fit windows and doors,
- ▶ build boardings,
- ▶ treat necessary instruments and tools.

The “welding” trade

Name:	Hegesztő
Training:	1 year
Entry Requirements:	Basic education and medical check
Leaving Certificate:	Final examination at vocational school

Features: Welders

- ▶ carry out administrative duties,
- ▶ prepare the material to be welded,
- ▶ do the welding,
- ▶ make the cut,



▶ know and abide to fire and health safety provisions

Stucco plasterer ▶ Stukkókészítő/épületszobrász

Civil engineer ▶ Mélyépít

Canal builder ▶ Csatornaépít

Concrete builder ▶ Betonozó és vasbetonszerelő

Road construction engineer ▶ Útépít

Heating and sanitary engineer ▶ Víz- és fűtészserelő

Climate and ventilation constructor ▶ Klíma- és szellizéstechnika szerelő

Electrician ▶ Elektronikai műszerész

Painter and varnisher ▶ Szobafestő és mázó

Motor mechanic ▶ Autószerelő

Confectioner ▶ Cukrász

Translations of further trades:

Hairdresser ▶ Fodrász

Baker ▶ Pék

Car mechatronic technician ▶ Autovillamossági szerelő

Painter, decorator ▶ Festő, mázó

Carpenter-scaffolder ▶ Ács-állványozó

Systems electronics technician ▶ Villanyszerelő

Joinery ▶ Asztalos

Construction trades ▶ Építőipari szakmák

Bricklayer ▶ Kőműves

Tiler ▶ Épületburkoló

Part VII: Links

EURES

▶ European Job Mobility Portal (EURES): <http://europa.eu.int/eures/main.jsp?countryId=UK&acro=living&lang=en&parentId=0>

European guidance

▶ Euroguidance centres in all EU-member and accession states and Switzerland inform on the advisory systems in your home country, if you intend to work or study in another EU-member state. <http://www.euroguidance.net>

▶ <http://www.fitforeurope.info>

▶ If you have difficulties regarding the recognition of diplomas you can turn to the EU directory service for citizens, which gives advice free of charge. <http://ec.europa.eu/citizensrights/>

▶ Further information on countries and their (business) etiquette is available on <http://www.executiveplanet.com>

Free online-translation can be found at:

▶ <http://babel.altavista.com/tr> (All languages)

EUROPASS

▶ http://europass.cedefop.europa.eu/europass/preview.action?locale_id=1



Newspapers online

- ▶ Blikk: <http://www.blikk.hu/>
- ▶ Bors: <http://www.borsonline.hu/>
- ▶ Magyar Hirlap: <http://www.magyarhirlap.hu/>
- ▶ Magyar Nemzet: <http://www.mno.hu/>
- ▶ Metro: <http://www.metro.hu/cimlap/>
- ▶ Napi Gazdaság: <http://www.napi.hu/>
- ▶ Népszabadság: <http://www.nol.hu/>
- ▶ Népszava: <http://www.nepszava.hu/>
- ▶ Világgazdaság: <http://www.vg.hu/index.php>
- ▶ Érdekes napi okosság: <http://www.geographic.hu/index.php?act=napiosszes&rov=6>

Guides:

- ▶ Hungarian tourism agency: <http://www.hungarytourism.hu/>

Further information, i.e. accommodation, media:

- ▶ The Hungarian agency of the youth information network “Eurodesk” may be of help with regard to general queries on Hungary (e. g. good price accommodation in Budapest). Request may be made in either English or Hungarian:
Eurodesk Hungary, Zivatar u. 1–3, 1024 Budapest, Hungary
Phone: 0036 1 438-1053, Fax: 0036 1 438 1055
e-mail: eurodesk@mobilitas.hu, Eurodesk Hungary: <http://www.mobilitas.hu/?lang=en>
- ▶ Hungarian news broadcast: MTI (<http://www.mti.hu>)
- ▶ National Hungarian radio broadcast: Magyar Rádió (<http://www.radio.hu>)
- ▶ A listing of radio broadcast-stations is available at <http://tv.tvnet.hu/radio/regionalradio.html>
- ▶ Hungarian national television broadcast: Magyar Televízió (<http://www.mtv.hu>)
- ▶ A listing of Hungarian TV stations is available at <http://tv.lap.hu/>.
- ▶ Webportal of the Hungarian government: <http://www.magyarország.hu/>

Imprint

Publisher: Westdeutscher Handwerkskammertag, Sternwartstraße 27–29, D-40223 Düsseldorf, Phone: + +49 (0) 211) 3007-700, Fax: + +49 (0) 211) 30 07-900, E-Mail: whkt@handwerk-nrw.de

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This document has been produced with the financial assistance of the European Union as part of the project „Skilled Mobile European“.

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