



# **Avicenna International College**

*AIC Rules and Protocols*

*R-122*

*“Avicenna Mentor-Ambassador Program”  
(AMA)*

*An Initiative For High School, College, and University  
Students and Teachers To Engage in Recruitment,  
Consultation, Educational, and Mentor Activities*

*From 2020 - 2021 Academic Year*

## **INTRODUCTION**

The “Avicenna Mentor-Ambassador” policy is an initiative to engage the past and present students and teachers of AIC as well as the students and teachers of other schools, colleges, and universities to engage in the recruitment, consultation, education, and mentor activities of AIC in their free time. These activities are not considered full-time positions and will not adversely affect the studies or other major responsibilities of the students and teachers.

Students, teachers and others interested in education can apply to this project and those who are qualified will sign an agreement with AIC to assume their position of AMA (Avicenna Mentor-Ambassador) to function as mentors for that academic year starting from 2020-2021. Avicenna International College is registered in Hungary (No. 595) with the permit from Ministry of Human Capacities (OM-201799), address: Orczy ut 3-5, 1089 Budapest, Hungary, hereinafter referred to as “**AIC**” and the person applying to participate in the AIC Avicenna Mentor-Ambassador project, hereinafter will be referred to as “**AMA**”.

AIC trains Hungarian and international students for future studies at the best European and other international universities. The main language of instruction is English and students may learn German and Hungarian languages as well. AIC offers programs geared toward medical, engineering, and business studies. AIC provides high-quality international education in an elite environment with student-oriented approaches and interactive methods. AIC employs the services of highly experienced teachers from Hungary and other countries.

## **GOALS:**

In order to better implement the educational objectives of AIC, the Avicenna Mentor-Ambassador project aims to create an environment of direct engagement between members of AMA and the newly admitted students of AIC.

The following points list the main goals and objectives for Avicenna Mentor-Ambassadors:

1. Students and teachers of AIC and other institutions (AMA) will get involved in providing information and consultation to the potential students (from Hungary and abroad) who consider studying at AIC.
2. AMA will assist the potential students in the process of their application for studies at AIC.
3. AMA will assist the newly admitted international students in the process of "Induction and Settlement" upon their arrival in Budapest.
4. AMA will assist the newly admitted Hungarian students in the process of "Induction".
5. AMA will assist AIC students with their education and facilitate their learning process in cooperation with the Faculty of AIC.
6. AMA will assist AIC students in the process of university application and preparation for university admission or entrance examinations.
7. AMA will assist and support AIC students with their everyday issues and questions.

## **RESPONSIBILITIES OF AIC:**

For the implementation of Avicenna Mentor-Ambassador project, AIC undertakes the following with respect to AMA members and AIC students:

1. AIC will sign an agreement with qualified and admitted AMA after due process and review of the application. This agreement can bring the benefits of Hungarian Social Insurance and Retirement Benefits in Hungary and other countries.
2. AIC and AMA agreement will be governed by the rules and regulations in Hungary.
3. AIC will provide initial training for all qualified AMA upon joining the project.
4. AIC will provide continuous support and training to AMA during the academic year and in the summer.
5. AIC will pay a monthly consultation fee to AMA after each student that they have recruited and mentor during the academic year. As the number of students increases, the salary of the AMA will multiply by the number of students they support.
6. AIC will pay AMA 15,000 HUF every month, for 12 months, as salary for each student introduced to AIC by the AMA and is under the mentorship of AMA.
7. AIC will provide up-to-date information to AMA about its education, admission, examinations, student services and all other relevant information to assist the activities of AMA according to the agreement signed.
8. AIC will assign an “Avicenna Mentor-Ambassador Project Manager” who will support AMA and also supervise and coordinate their activities.

## **RESPONSIBILITIES OF AMA:**

1. Introduce AIC and its educational programs to other students and parents in Hungary and other countries.
2. Answer the questions of potential applicants and guide them through the process of admission with the help of the Admission Department of AIC. Such applicants will include the name of AMA in the application form. Such students will be considered as recruited by AMA and will remain under his/her mentorship for that academic year.
3. Provide information about life and study in Budapest to the applicant and support the applicant through the process of arrival in Budapest. Hungarian students will need this support much less.
4. Assist the student at the time of arrival in Budapest. Meet and greet the international student at the airport. Hungarian students will not need this support.
5. Cooperate with the Student Center of AIC and assist the students with the "Induction and Settlement" process upon registration and arrival of the students.
6. Check the weekly attendance and development of the student every Saturday. AIC will provide training and guidelines to AMA with respect to the educational monitoring and evaluation of the student.
7. Meet the student or students once a week for 2 hours to discuss their issues and consultation. AIC will provide training, guidelines, and support for these mentoring sessions.
8. Provide telephone assistance and answer the questions of your students during the week at agreed times.
9. Assist the students with their academic studies (if it is the major of AMA). If the field of study of AMA is not the same as the major of the student, the AMA will remain in contact with the AMA Manager and the teachers of AIC to find the best solutions for the academic development of the students.

## **BENEFITS FOR AMA:**

Avicenna Mentor-Ambassadors will have the following benefits:

1. To become a member of a prestigious international educational institution in Europe.
2. To get a certificate of cooperation and a recommendation letter for future career development.
3. To get a monthly salary which is calibrated to the number of students recruited and mentored by the AMA.
4. To get the benefits offered by the Hungarian Government for Social Insurance and Retirement Work History.
5. To get training and experience in counseling and education.
6. To participate in the “AMA Conference” once a year to be held in Hungary and other European countries.
7. To enjoy other benefits offered by AIC from time to time.

## **NOTE:**

AMA will sign an agreement with AIC for each student recruited and mentored by AMA. This agreement (*megbízás*) will be governed by the Hungarian laws. AMA will receive a monthly fee/salary (*megbízási díj*). If the total amount of the fee AMA receives each month reaches  $\frac{1}{3}$  of the official minimum salary in Hungary, then AMA is in official contract with AIC according to the Hungarian laws. In this case the social insurance will apply (*biztosítási jogviszony*). The government charges will be deducted from the salary and transferred to the government account on behalf of AMA. Instead, AMA will have all the benefits of official employment.