Study Abroad Office staff in the Central Academic Office (CAO)

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Budapest University of Technology and Economics (BME)
Central Academic Office
Office of International Education

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Monday, 29 January 2018 - 2nd week of - CAD opening hours today: 10:00 - 15:30, 12:00 - 15:30

COURSE OFFER

SPRING TERM OF THE 2018/19 ACADEMIC YEAR
If you need help or have a question

• At first please send us an email to:

   incoming@kth.bme.hu

• Visit us during only office hours

   Tuesdays and Thursdays
   12:00–15:30

   (building R, ground floor, room No. 1, after drawing a number from a customer terminal in the main hall of the building)

• Contact your ESN mentors
Days–off, periods of the term

- 28 January – 3 February: registration period
- 4 February: first day of study period
- 15 March: National holiday
- 18 – 22 March: spring holiday
- 19 April: Good Friday
- 22 April: Easter Monday
- 1 May: Labour Day
- 17 May: last day of study period
- 20 – 24 May: week of repeats
- 27 May – 24 June: exam period
- 10 June: Pentecost Monday
Internet and computer use at BME

Please visit the following website and follow the instructions there

hszk.bme.hu
NEPTUN

Electronic administration system

• to register for your courses (until 3 February)
• to check your schedule
• to check your classrooms
• to submit requests (E100, E100P, E066, E018, E018P)
• to set your temporary address (in Hungary)
• to register for your exams (from the beginning of May)
To enter NEPTUN for the first time

You need your

• **NEPTUN code** (see your Letter of Acceptance)

and

• **your date of birth** (as your initial password):

  in **NeYYYYYMMDD** format

please change this initial password and **do not forget your new one!!!**
Subject/course registration in Neptun

- Under *Subjects/Register for subjects*

- Terms: 2018/19/2

- **Subject type:** *Subjects from curriculum ONLY!!!* (more than 210 subjects of the Course Offer)  
  from *All subjects* is not OK, your registered subjects from here will be cancelled by the departments without any notice

- Choose courses in English (not in Hungarian!)

- Until 23:59:59 pm on 3 February

- Submit request E018P (to further register for or deregister subjects paying fee of 5.500 HUF/course!!!) until 23:59:59 on 10 February

- **From 11 February there is no way to change your subject portfolio!**
COURSE OFFER

SPRING TERM OF THE 2018/19 ACADEMIC YEAR

Please be aware that the courses’ availability depends on the number of registered students. Minimum and maximum numbers of students/course both apply.

Please note that courses are of
- DS level: if the 8th character in its subject code (Neptun code) is A (e.g. BMEVEI04MK47)
- MS level: if the 8th character in its subject code (Neptun code) is M (e.g. BMEVEI04MD03)
- if the 8th character in its subject code (Neptun code) is neither A nor M (e.g. BMEIGE65151) then the course is of general purpose and is for all the students.

Please note that “mid-term mark” requirement means that your mark and credits can be received according to your midterm and project results and other activities during the term.

Please note that project type courses (e.g. Diploma Project, Final Project, Project Laboratory, Teamwork Project, Thesis Project, etc.) are generally not offered for study abroad students.

If you wish to participate in such courses at first please find and contact your professionally competent prospective personal supervisor at BME if he/she can manage your project and can accept your application. If yes, please ask him/her to write a DECLARATION that he/she can supervise your work and includes the course code of the project type course. Please attach this declaration to your learning agreement. Without attaching this declaration including the name of the supervisor and the course code of the project type course these courses will not be accepted and will be cancelled from your learning agreement. There is no chance to register for project type course without including them in your learning agreement.

If you wish to study a course in Hungarian please note it in your learning agreement beside the course code otherwise you will not be allowed to do it.

FACULTY OF CIVIL ENGINEERING

Please note that your courses have to be approved by the Erasmus coordinator of the Faculty of Civil Engineering of BME. Please check if you have the prerequisites of the courses in your transcript (you can find the prerequisites of BME courses in the last columns of the timetable). You have to enclose the filled out Exchange Student Form to your learning agreement. Please read the instructions there carefully.
## Extra fees for special instances

<table>
<thead>
<tr>
<th>Instances</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>term registration in Neptun after 3 February (E100P)</td>
<td>5.500 HUF</td>
</tr>
<tr>
<td>late subject registration/cancellation after 3 February (E018P)</td>
<td>5.500 HUF/course</td>
</tr>
<tr>
<td>late submission of home assignment</td>
<td>2.500 HUF/assignment</td>
</tr>
<tr>
<td>repeated retake of a test</td>
<td>4.500 HUF/retake</td>
</tr>
<tr>
<td>unauthorized absence from an examination</td>
<td>5.500 HUF/absence</td>
</tr>
<tr>
<td>3rd and further exam in the same subject</td>
<td>4.500 HUF/exam</td>
</tr>
</tbody>
</table>

The above fees should be paid in HUF transfer from your bank account in HUF or from your home bank account (no cash payment at CAO!) (details: [https://kitekinto.neptun.bme.hu/hallgatoi/Login.aspx](https://kitekinto.neptun.bme.hu/hallgatoi/Login.aspx) Finances in Neptun v12.pdf)
(Temporary) Student ID

• You do not need it if
  – you are EU citizen and your student ID includes the dates of issue and expiry,
  – you have valid International Student Identity Card (ISIC).

• A4 sheet valid with your passport or photo ID,
• Temporary address (in Hungary) is in Neptun
• Submission of E066 request in Neptun
• If status of E066 is 'Approved and closed’ then picking it up during office hours in CAO ('Student ID Management’ in terminal)
• Its validity is 60 days (please renew it in time if you need it)
Learning agreement (LA)

For only Erasmus+ students

- Most submitted initial LA-s have been returned signed and scanned
- Modification (‘During the Mobility’ section) should be arranged only once until April, if necessary
- At the end of the term your accepted (signed) (maybe modified) LA and Neptun records should match
Documents at the end of the term

• Transcript (grade certificate)
  ✓ can be picked up in person after having all your grades in Neptun (please urge your professors to enter your grades in Neptun as soon as possible)
  ✓ can be scanned and emailed (but not mailed!) after your leave

• Confirmation of stay (if necessary)
  ✓ Can be picked up only in person 2–3 days before your leave
Registration in person

Needed documents

• Valid passport or ID
• Already submitted and accepted E100 registration form in Neptun with attached letter of acceptance and health insurance

Groups in the hall according to initial of first name (eg. David Smith → D)
• A–E, F–M, O–Y + Certificate of arrival + Special problems

What you receive

• Student status certificate (for residence permit application or registration at the Immigration Office)
• Signed, 'Confirmation of arrival' (or stay) document (if necessary)
• Accommodation registration form (form for nonEU students for residence permit application at the Immigration Office [contract and property certificate are also needed!])
Thank you for your kind attention!

Budapest University of Technology and Economics, BME
http://www.bme.hu/?language=en