

Dear Student,

greetings from Budapest, Hungary! We are pleased to welcome you to the Budapest University of Technology and Economics (BME) for the autumn term of the 2019/2020 academic year.

Accommodation information

Unfortunately BME cannot offer dormitory for the incoming international students therefore please make your own arrangements in time to find a permanent place for your time in Budapest.

For the time until you find a permanent solution you can find offers for hostels, rents, shared flats [on the homepage of the Erasmus Student Network BME](#) and your mentors will also help you to find your final accommodation during the registration week.

Please try to make your own booking at least for your temporary accommodation from home.

Arrival information

Please schedule your arrival in Budapest not later than on 1st September. Registration in person and the first meeting with your mentors, the Erasmus Student Network (ESN) representatives and us will be in the morning on 2nd September. Those who will be late for this registration can register at our office during office hours (in building R, ground floor, room No. 1, Tuesdays and Thursdays between 12:00 and 15:30). Please be aware that those who will attend courses cannot miss more than 30% of classes.

If you arrive by plane, you will fly to Budapest Liszt Ferenc International Airport Terminal 2A or 2B. The city is approximately 20 km-s from the airport. There is an [Airport Minibus Service](#) available at both terminals, which takes you to the address you provide. There is also taxi service, which is safe with fixed price and also cheap public transportation (bus lines 100E and 200E) directly between the airport terminals and the city center but it may be inconvenient for you if you have much luggage. Please do not change money at the airport,

the exchange rate there is quite bad! Use ATMs instead. More information on Budapest Liszt Ferenc International Airport can be found [on its website](#).

Student ID, public transportation in Budapest

You can receive your temporary student ID as soon as you have permanent accommodation of Hungarian address to buy student monthly pass for Budapest public transportation and enjoy other student discounts, too (please read the details below about the E066 request).

Please read the details of the public transportation in Budapest [on the website of the Budapest Transportation Co. \(BKK\)](#)

If you have EU (European Union) or EEA (European Economic Area) citizenship then please bring your home university's valid student ID card with you (if the dates of both issue and expiry are written on it and includes a photo of you!) or buy an International Student Identity Card (ISIC) at home (before your arrival) since *students of citizenship of any EU or EEA member state or Switzerland* attending regular courses can enjoy student discounts with them.

Residence permit

Please be aware that once you have been registered at the university you are obliged to register you and your accommodation or apply for a residence permit in Hungary depending on your citizenship. Your **student status certificate** valid for the autumn term and needed for your residence permit or registration will be issued and can be picked up (after the submission of your „E100 Registration Form”) on **2nd September during your registration in person. Those who will be late for this registration can register and pick up their student status certificates at our office during office hours from 3rd September** (in building R, ground floor, room No. 1, Tuesdays and Thursdays between 12:00 and 15:30). Please read the details on [the homepage of the Hungarian Immigration and Asylum Office](#) carefully and act according to the instructions written there.

Health insurance information

Please notice that BME's health insurance policy requires each of its students to purchase a local health insurance package if the applicant has no insurance coverage valid in Hungary during his/her studies at BME. If you have such health insurance then **please attach the copy of its documents (photo of your EU health insurance card if you have) to your E100 request in Neptun with your letter of acceptance (see below how to do it)**. If you prefer buying a health insurance package recommended by BME then we can assist you in it. Please send us an email to incoming@kth.bme.hu

Registration

Registration at BME is in two steps: online and in person. **Online course registration** is in our Neptun database (see its details later) electronically from **31st May until midnight (Central European Time [CET]) on 12th June and from 10:00 (CET) on 9th August until 23:59:59 (CET) on 8th September** (but there will be a break between 12:00:00 (CET) on 30th August and 18:00:00 (CET) on 2nd September) **even from home**.

Please note that **places on courses are not guaranteed** (even in some cases you can register at first for only the waiting list) since some courses might be overbooked. **Please do your course registration as soon as possible.**

Civil engineering courses will be registered by the staff of the Faculty of Civil Engineering according to your request (included in your Exchange student form attached to your application) and their consideration. Civil engineering students can register via Neptun only for their non-civil engineering courses.

After the online registration **your registration in person will take place at 11:00 on 2nd September at BME in building E, first floor, room B. Those who will be late for this registration can register at our office during office hours from 10th September** (in building R, ground floor, room No. 1, Tuesdays and Thursdays between 12:00 and 15:30). **For registration in person you will need the following:**

- **Valid passport or ID**
- **Submitted and accepted registration form (E100 request) in Neptun with attached health insurance (see below how to do it) until midnight (CET) on 27th August**
- **Confirmation of stay (or arrival) document to be signed by us (if your school needs any)**

After your successful registration in person your **student status certificate** valid for the autumn term and needed for your residence permit or registration will be issued and can be picked up.

ESN BME

Erasmus Student Network BME (ESN BME) will also contact you soon. ESN students, your mentors, will help you during registration and in getting acquainted with the university and Budapest. They will organize programs for you (welcome party, etc.) during not only the Orientation Week but the whole term. They also help you in flat searching and will contact you about the time and place to meet them. Please follow their requests and instructions.

Neptun

It is **BME's database managing students' personal, academic and financial data and the courses** (subjects) they can study at BME.

Your initial login name in Neptun is the *Student ID code* sent in your letter of acceptance and your initial password includes your birthdate of the following format: NeYYYYMMDD. It is recommended to change your initial password.

Courses also have codes in Neptun like BMEVITMAK47, BMEGEENMWCT or BMEGT658151, where the fourth and fifth characters (EO, GE, EP, VE, VI, KO, TE or GT) are specific to the faculties and the eighth for the level of the course (A for BSc level, M for MSc level and neither A nor M for general purpose courses).

Short description about how to register for your courses in Neptun

1. Login Neptun [on its website](#) (please save this page for future works in Neptun) after clicking the *English flag* to switch the language from Hungarian to English. Your Neptun login name is in your **Letter of Acceptance** on the right hand side of the top of the sheet (*Student ID code*), your initial password includes your birthdate of the following format: NeYYYYMMDD

2. At first please change your initial password and check your registered email address in Neptun as we use that registered email address for all communication.

3. To do your **course registration** please choose *Register for subject* option under *Subjects* menu and do the settings in the following way:

Terms: 2019/20/1

Subject type: Subjects from curriculum

Curriculums: All

Subject group: All

Language: English

Period start: blank

Period end: blank

Click on *List subjects*.

If you wish to search for the name or code of a certain course please click on the *magnifier (search icon) on the right top*, choose *Subject name* or *Subject code* and type or copy the name or code of the course and click on *Search*.

After finding the course click *Register* in its row and the square at the course in the new opening window (you have to take all type of lessons like lecture, practice and laboratory if the course has different types of lessons) then click on *Save*.

Always check the language of the course. It should be *English* (except for Hungarian language courses).

After choosing all your courses **please check your schedule**. Under *Studies* menu choose *Class schedule* option and do the necessary settings (Classes, Normal, Weekly view, proper time interval) to see your schedule.

You can check the chosen course's schedule info before registering it if you click on the course's line on *the gray square with + in it* and choose *Subject details*.

Some of the departments have not uploaded the timetable information to Neptun yet so please check it regularly.

Please note that you can register for courses of at most 55 credits in Neptun.

It is very important to do your course registration as soon as possible not to run into full courses. Please do not leave your course registration for the time when you are at BME to do it with us since the capacity of our staff and the ESN students and our office hours in the Central Academic Office (CAO) are limited to do it instead of or with you. We can only assist you in solving technical problems and prefer to do it in email as soon as possible.

ESN BME students also organize a Neptun workshop for you during the Orientation Week (between 2nd and 6th September) so please attend it if you need further help. They use Neptun regularly as students, so they can show you all the details you have to know.

If you wish to deregister from a course:

Choose *Subjects* menu and click *Registered subjects* option under it.

Choose the proper term (2019/20/1), click on *List* button then on *the gray square with + in it* at the course you want to cancel, choose *Deregister subject* option and confirm your decision.

The very final deadline to register/deregister for courses is at 23:59:59 on 8th September. It is impossible for you to directly register or deregister courses after this date and time in Neptun.

If you miss the registration/deregistration of a subject until the above date then until 23:59:59 on 15th September you can submit „E018 Request to register for subjects and/or to drop subjects” at *Administration/Requests/Available request forms/E018 Request to register for subjects and/or to drop subjects*. Your request will be considered and accepted by the staff of the faculties.

About the learning agreements of Erasmus+ students

Your preliminary learning agreement signed by the BME representative according to your course registration in Neptun until 12th June will be issued and a link will be sent you where your preliminary learning agreement is available to be downloaded from BME homepage **until 28th June**. It will become final and come into effect if there is no change in your course portfolio in Neptun between 12th June and 30th September. **Please download this preliminary learning agreement, sign it, ask your home coordinator to sign it, scan the signed preliminary learning agreement and upload it into Neptun** under *Information/Upload document*

Type: LEARNING AGREEMENT

Language: English

Notes: you can leave it blank or can submit any note

then click *+Upload*, select your file and then click *Save*.

If you change your mind after 12th June or you are still on the waiting list of a subject then **between 10:00 (CET) on 9th August and 23:59:59 (CET) on 8th September you will have the chance to change your course portfolio in Neptun directly and between 9th and 23:59:59 (CET) on 15th September by submitting an E018 request in Neptun**. If your course portfolio in Neptun changes during the above period then **your final learning agreement will be issued according to your final course portfolio in Neptun which will be included in your transcript at the end of the term**. Please download this final learning agreement, too, sign it, ask your home coordinator to sign it, scan the signed final learning agreement and upload it into Neptun again until 31st October.

Problems you may face with:

- 1. The course has been registered but doesn't appear in the timetable** >> this means that the department has not uploaded the timetable in Neptun yet so please check it later again.
- 2. You cannot see the language of the course or you can find only Hungarian courses though it has been listed [in the Course offers on our homepage](#)** >> please submit „E018 Request to register for subjects and/or to drop subjects” at *Administration/Requests/Available request forms/E018 Request to register for subjects and/or to drop subjects*.
- 3. You cannot find the course you need** >> check [on our homepage](#) if the course has been offered for exchange students, if yes, please submit „E018 Request to register for subjects and/or to drop subjects” at *Administration/Requests/Available request forms/E018 Request to register for subjects and/or to drop subjects*.
- 4. The course is full** >> please submit „E018 Request to register for subjects and/or to drop subjects” at *Administration/Requests/Available request forms/E018 Request to register for subjects and/or to drop subjects* to ask the department if it is possible to increase the limit (though there is very little chance so it is better to choose another course

as soon as possible!).

5. **In case of any other problems** please send us (incoming@kth.bme.hu) an email.

To submit your registration form (E100 request) in Neptun, please look for the „E100 Registration Form” request at *Administration/Requests/Available request forms/ E100 Registration Form*, read it carefully, modify your data in Neptun if it is necessary, attach your health insurance document and click *Submit request* at the bottom.

If you need a temporary student ID certificate (temporary student card) then please **enter your temporary address (in Hungary) into Neptun** under *My data/Contact information/Addresses/Add new* (it is a necessary step to receive the certificate) and then submit an „E066 Request for temporary student certificate” request at *Administration/Requests/Available request forms/ E066 Request for temporary student certificate* and click *Submit request* at the bottom.

If the status of your E066 request in Neptun (under *Administration/Requests/Submitted requests*) is **Approved and closed** then you can pick up your student certificate from the next working day on from us during our office hours (Mo-Th: 12:00-15:30, Fr: 8:30-12:00, in building R, ground floor, room No. 1 after drawing a number for *Student ID management* in the main hall). Please notice that the first certificate cannot be issued earlier than 2nd September and **the issued certificates are valid for 60 days and you have to submit a new request for a new one.**

Extra fees for special instances

Instances	Fees
late term registration in Neptun (after 16 th September, paid in advance)	5.500 HUF
late subject registration/dropping of a subject (after 16 th September, paid in advance)	5.500 HUF/course
late submission of home assignment	2.500 HUF/assignment
repeated resitting of a test	4.500 HUF/resitting
unverified absence from an examination	5.500 HUF/absence
3 rd and further exam in the same subject	4.500 HUF/exam

If you have to pay any one from the above fees please read “**Finances in Neptun v13**” on [Neptun’s login website](#) after clicking the English flag among the downloadable documents to see the details of your payment.

Please note that dates for the academic year are listed [on our homepage](#) under **Academic calendar 2019/2020**.

Here is a link where you can find the [campus map](#).

We are looking forward to cooperating with you during your studies at BME. Please do not hesitate to contact us via email (incoming@kth.bme.hu) if you have any questions, we do our best to reply as soon as possible.

Best regards,

László Kunsági, Nikolett Rozbora, Violetta Máté

BME Central Academic Office

Staff for Incoming International Exchange and Study Abroad Students