

Budapest University of Technology and Economics, BME
since 1782



An aerial photograph of Budapest, Hungary, showing the Danube River flowing through the city. The river is crossed by several bridges, including the Chain Bridge and the Liberty Bridge. The city is densely packed with buildings, and there are large green spaces on the hillsides. The text "BUDAPEST" is overlaid in large yellow letters at the top of the image.

BUDAPEST

BME

DANUBE



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

Front Office

- Ms. Violetta Máté
- Ms. Nikolett Rozbora

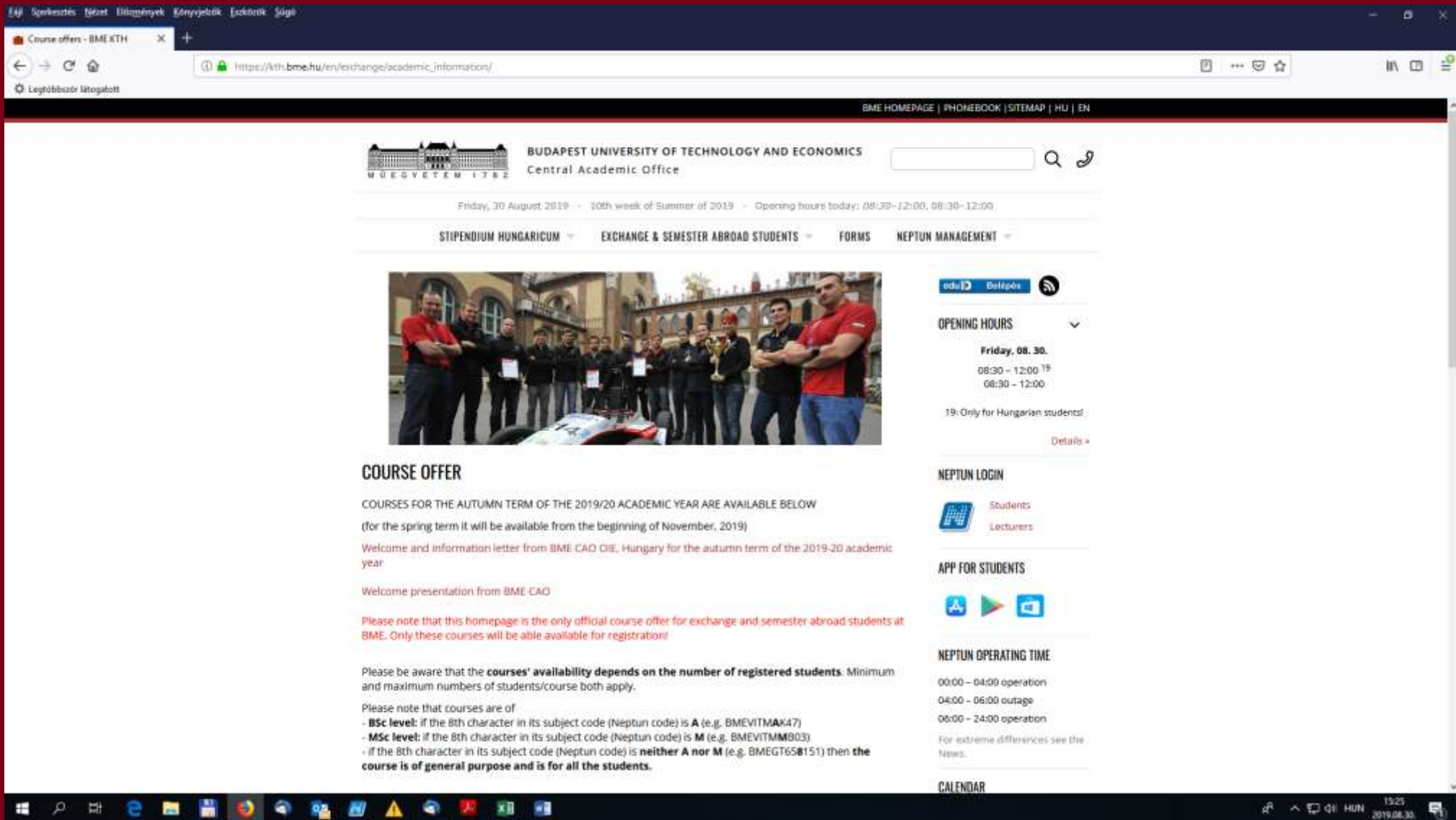
Head of Office:

Mr. László Kunsági



Contact

- **Homepage (Course offer, too!):**
https://kth.bme.hu/en/exchange/academic_information/
- **Email: incoming@kth.bme.hu**
- **Office: building R, ground floor, room No.1**
- **Mailing address: Műegyetem rkp. 7–9., H–1111
Budapest, Hungary**
- **Fax: +36 1 463 2550**



Course offers - BME KTH

https://kth.bme.hu/en/exchange/academic_information/

BME HOMEPAGE | PHONEBOOK | SITEMAP | HU | EN

BUDAPEST UNIVERSITY OF TECHNOLOGY AND ECONOMICS
Central Academic Office

Friday, 30 August 2019 - 10th week of Summer of 2019 - Opening hours today: 08:30-12:00, 08:30-12:00

STIPENDIUM HUNGARICUM - EXCHANGE & SEMESTER ABROAD STUDENTS - FORMS - NEPTUN MANAGEMENT

COURSE OFFER

COURSES FOR THE AUTUMN TERM OF THE 2019/20 ACADEMIC YEAR ARE AVAILABLE BELOW
(for the spring term it will be available from the beginning of November, 2019)

Welcome and information letter from BME CAO DIE, Hungary for the autumn term of the 2019-20 academic year

Welcome presentation from BME CAO

Please note that this homepage is the only official course offer for exchange and semester abroad students at BME. Only these courses will be able available for registration!

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

- **BSc level:** if the 8th character in its subject code (Neptun code) is **A** (e.g. BMEVITMAK47)
- **MSc level:** if the 8th character in its subject code (Neptun code) is **M** (e.g. BMEVITMMB03)
- if the 8th character in its subject code (Neptun code) is **neither A nor M** (e.g. BMEGT6S8151) then the **course is of general purpose and is for all the students.**

OPENING HOURS

Friday, 08. 30.
08:30 - 12:00¹⁹
08:30 - 12:00

¹⁹: Only for Hungarian students!

NEPTUN LOGIN

Students
Lecturers

APP FOR STUDENTS

NEPTUN OPERATING TIME

00:00 - 04:00 operation
04:00 - 06:00 outage
06:00 - 24:00 operation

For extreme differences see the News.

CALENDAR

13:25
2019.08.30





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 (from 10th September)

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

- **2 – 6 September: registration period**
- **9 September: first day of study period**
- **12 September: BME Sport Day**
- **23 October: National holiday**
- **1 November: All Saints' Day**
- **12 November: BME Student Research Conference**
- **29 November: BME Open Day for highschool students**
- **7 December: Friday schedule on Saturday**
- **13 December: last day of study period**
- **16 – 20 December: week of repeats**
- **2 – 29 January: exam period**



Internet and computer use at BME

**Please visit the following website
and follow the instructions there**

hszk.bme.hu

Electronic administration system

- to register for your **subjects** and **courses** (until 8 September)
- to check your **schedule**
- to check your **classrooms**
- to submit **requests** (E100, E100P, E066, E018, E018P)
- to set **your temporary address** (in Hungary)
- to upload **the signed copy of your learning agreement** (Erasmus+ students only!)
- to register for your **exams** (from the beginning of December)



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):

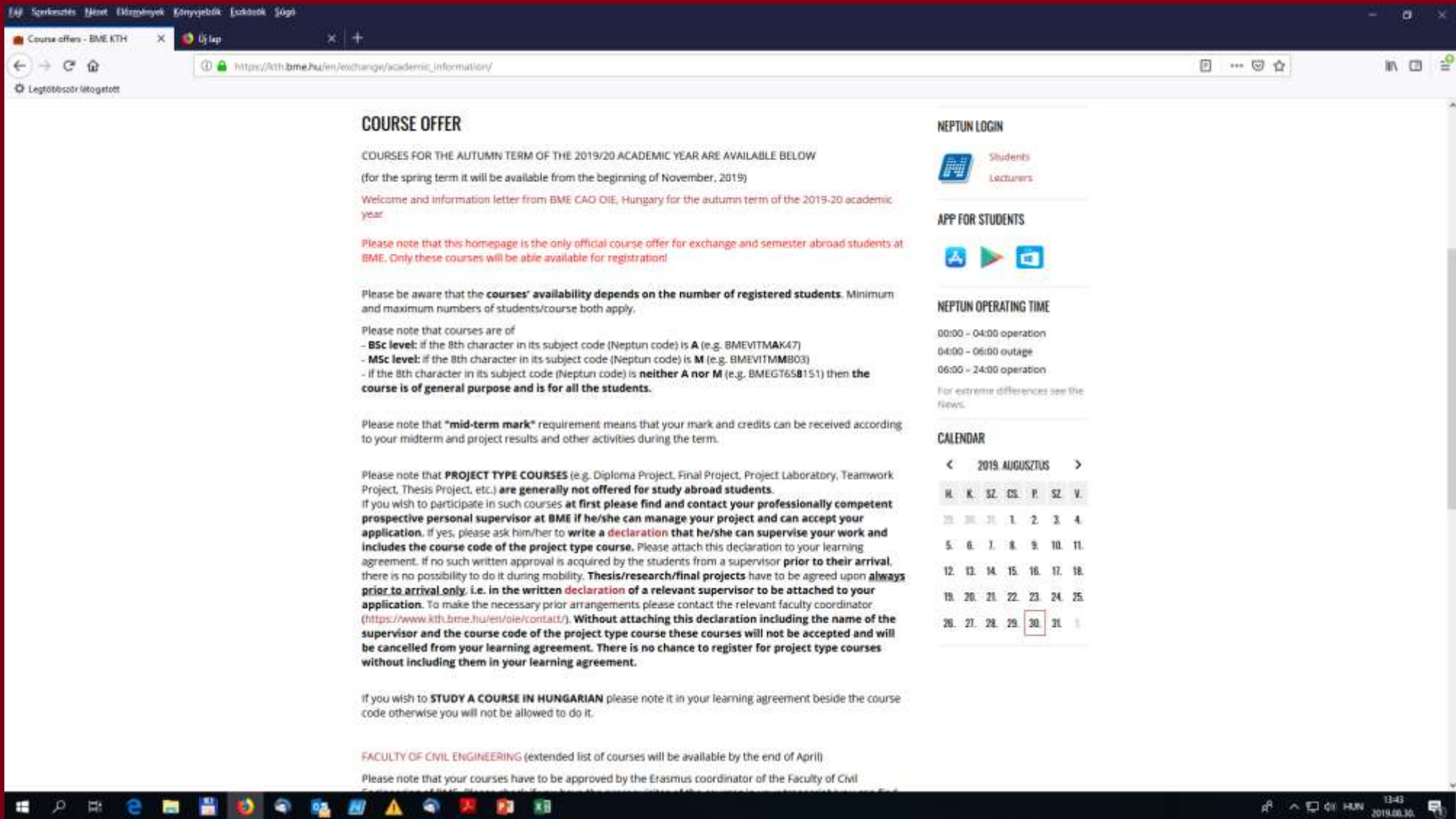
in **NeYYYYMMDD** format

please change this initial password and do not forget your new one!!!



Subject/course registration in Neptun

- Under *Subjects/Register for subjects*
- Terms: *2019/20/1*
- Subject type: *Subjects from curriculum ONLY!!!* (more than 230 subjects in Course Offer) from *All subjects* 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 8 September
- Submit request **E018** (to further register for or deregister subjects) until 23:59:59 on 15 September
- Submit request **E018P** (to further register for or deregister subjects paying fee of 5.500 HUF/course!!!) until 23:59:59 on 22 September
- From 23 September there is no way to change your subject portfolio!
- Upload the signed copy of your learning agreement to *Information/Upload document* (if it is bigger than 500kB then please use <https://online2pdf.com/> to compress it) (Erasmus+ students only!)



COURSE OFFER

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- if the 8th character in its subject code (Neptun code) is **neither A nor M** (e.g. BMEGT658151) 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. If no such written approval is acquired by the students from a supervisor **prior to their arrival,** there is no possibility to do it during mobility. **Thesis/research/final projects** have to be agreed upon **always prior to arrival only. i.e. in the written declaration of a relevant supervisor to be attached to your application.** To make the necessary prior arrangements please contact the relevant faculty coordinator (<https://www.kth.bme.hu/en/oie/contact/>). **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 courses 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 (extended list of courses will be available by the end of April)

Please note that your courses have to be approved by the Erasmus coordinator of the Faculty of Civil

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NEPTUN OPERATING TIME

00:00 – 04:00 operation
04:00 – 06:00 outage
06:00 – 24:00 operation

For extreme differences see the News.

CALENDAR

< 2019. AUGUSTUS >

H.	K.	SZ.	CS.	P.	SZ.	V.
28.	29.	30.	1.	2.	3.	4.
5.	6.	7.	8.	9.	10.	11.
12.	13.	14.	15.	16.	17.	18.
19.	20.	21.	22.	23.	24.	25.
26.	27.	28.	29.	30.	31.	1.

Extra fees for special instances

Instances	Fees
term registration in Neptun after 15 September (E100P)	5.500 HUF
late subject registration/cancellation after 15 September (E018P)	5.500 HUF/course
late submission of home assignment	2.500 HUF/assignment
repeated retake of a test	4.500 HUF/retake
unauthorized absence from an examination	5.500 HUF/absence
3rd and further exam in the same subject	4.500 HUF/exam

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>
 Finances in Neptun v13.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 size sheet valid with your passport or photo ID,**
- **Submission of E066 request in Neptun**
- **If status of E066 is ‚Approved and closed’ then please pick 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

- **Modified LA will be sent until mid October** if your subject portfolio has been changed in Neptun after 12 June,
- **Please upload the signed copy** of your LA into Neptun to *Information/Upload document* (if it is bigger than 500kB then please use <https://online2pdf.com/> to compress it)
- **By the end of the term your signed LA should be uploaded and match your Neptun records**

Documents at the end of the term

- **Transcript (grade certificate)**
 - ✓ it will include all the passed and failed subjects
 - ✓ 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 or arrival (if necessary)**
 - ✓ initially can be validated during registration in person
 - ✓ can be finally arranged 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 health insurance

Groups in the hall according to initial of first name (eg. David Smith → D)

- A–C, D–H, I–M, N–R, S–Z + Certificate of arrival + Special problems

What you receive

- **Student status certificate** (for residence permit application [for nonEU students] or registration [for EU students] at the Immigration Office)
- **Signed ,Confirmation of arrival’** (or stay) document (if necessary)
- **Accommodation registration 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!



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<http://www.bme.hu/?language=en>