

**Dear Student,**

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

### **Visa, residence permit**

Please apply for a long-term (D-type) visa to travel to Hungary for your studies.

Please be aware that once you have been registered at the university **you are obliged to apply for a residence permit**. Please read the details on [the home page of the National Directorate-General for Aliens Policing](#) carefully and act according to the instructions written there.

Your **student status certificate** valid for the spring term and needed for your residence permit will be issued and can be picked up (after your term registration in Neptun and submission and acceptance of your „E100 Registration Form”) **during your registration in person**.

### **Arrival information**

Please schedule your arrival in Budapest **not later than on 4<sup>th</sup> September** since the **registration in person has been organized for you by 10:00 am on 5<sup>th</sup> September on campus in building E, first floor, room B**. Those who will be late for this registration can register at CAO during office hours until **12<sup>th</sup> September** (in building R, ground floor, room No. 1, from Monday until Thursday between 12:00 and 15:30). Please be aware that those who are late 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 a 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](#).

### **Accommodation**

**Unfortunately BME cannot offer dormitory for the international students** therefore you are responsible to make your own arrangements to find a permanent place for your time in Budapest.

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

## **Costs of living in Budapest**

**For your information some costs of living per month (depending on your lifestyle):**

accommodation: from 300 EUR,

utilities (water, gas, electricity, common fees): 100 – 150 EUR,

local transportation: 10-30 EUR,

meals: 100 – 200 EUR,

Official currency exchange points can be found near the university campus and also all around the city. Please use only official points!

## **Public transportation in Budapest**

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

You can receive your temporary student ID certificate 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).

## **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 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 suggested by BME then you can find and download its handout and payment slip from the [Neptun website](#) after clicking the English flag, among the Downloadable documents as *Health Insurance Handout for Studium Package of Generali Insurance Co.pdf* and *Generali Studium health insurance payment slip.docx*., Please fill out the payment slip, print it, pay it in a branch office of Raiffeisen bank and then attach the receipt to your E100 request.

## **Registration**

**Registration to BME is a pre-requisite to start your studies and immigration procedure.**

**At BME it is done in two steps: online and in person.**

**Online term registration** is in Neptun (please see its description later) from **06:00:00 (Central European Time [CET]) on 24th June until 23:59:59 (CET) on 8th September** even from home.

**Online subject and course registration** is in Neptun from **18:00:00 (CET) on 27<sup>th</sup> June until 23:59:59 (CET) on 30<sup>th</sup> August and from 18:00 (CET) on 2<sup>nd</sup> September until 23:59:59 (CET) on 8<sup>th</sup> September**. Please note that it will be closed for a while from 12:00:00 (CET) on 30<sup>th</sup> August until 18:00:00 (CET) on 2<sup>nd</sup> September!

**Your registration in person will take place at 10:00 on 5<sup>th</sup> 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 9<sup>th</sup> until 12<sup>th</sup> September (in building R, ground floor, room No. 1, from Monday until Thursday between 12:00 and 15:30). **Please note that if you miss your registration (either online or in person) then your status in Neptun automatically changes to 'Passive' on 16<sup>th</sup> September, but you can reactivate your status if you complete your registration at our office until 15<sup>th</sup> October.**

For the registration in person you will need the following:

- **Valid passport and its photocopy**
- **Letter of Acceptance (please print out the one sent by BME)**
- **Transcripts and diplomas of your previous studies and their photocopies**
- **In case you wish to study at MSc level the proof of your knowledge of the English language**
- **Submitted E100 registration form request in Neptun including the attached scanned copy of your health insurance covering the cost of medicine and the necessary medical treatment caused by diseases or accidents during your studies and the scanned copy of the tuition fee receipt which you received from the BME Admission Office**
- **1 piece of your photo**

**Each document will be carefully checked at registration. In case of falsified/fake documents or documents of questionable origin, registration will be refused from the applicant.**

### **Neptun**

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

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

**Subjects 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 the term and your subjects and courses and submit E100 registration form request 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 our message sent to you recently as *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 **term registration**, please choose *Administration* and *Enrollment/Registration* under it then *the grey + sign* at the end of the line of your training and click *Register*. In the opening window select **Active**. Neptun will send you a message about the successful registration for the term.
4. To do your **subject and 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*

Click on *Recommended term* (to set the order of the subjects according to the recommended terms).

**In case of all subjects** where you can find **1** under *Recommended term* 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 subject has different types of lessons) then click on *Save*.

Always check the language of the course (click *Language* to set the order of the courses according to their languages). It should be *English* (except for Hungarian language courses).

If you wish to search for the name or code of a certain subject then 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 choosing all your subjects and 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*.

**It is very important to do your term and 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 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.

**If you wish to deregister from a subject:**

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.

**Problems you may face with:**

- **The subject 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.
- **The course is full** >> please submit an „*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 do the subject registration as soon as possible!).

**5. 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, do not forget to attach the **scanned copy of your health insurance** covering the cost of medicine and the necessary medical treatment caused by diseases or accidents during your studies **and the scanned copy of the tuition fee receipt which you received from the BME Admission Office** and click *Next* then *Submit request* at the bottom.

**Student ID**

Please read “**Application procedure for permanent student card 15.10.2018**” on [Neptun's login website](#) after clicking the English flag among the downloadable documents to see the details of application for **permanent student ID card**.

**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 *Next* then *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 CAO during our office hours (Mo-Th: 12:00-15:30 in building R, ground floor, room No. 1 after drawing a number for *Student ID management* in the main hall). Please notice that **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**

<b>Instances</b>	<b>Fees</b>
repeated registration for a failed subject	4.500 HUF/course
re-registering for a subject to improve the mark paid in advance	4.500 HUF
late term registration in Neptun (after 16 <sup>th</sup> September, paid in advance)	5.500 HUF
late subject registration/dropping of a subject (after 16 <sup>th</sup> September, paid in advance)	5.500 HUF/course
replacement of lost student card	3.500 HUF
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 <sup>rd</sup> 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 v12**” on [Neptun’s login website](#) after clicking the English flag among the downloadable documents to see the details of your payment.

### **Dismissal**

**A student will be dismissed for the following academic reasons:**

- if he/she is **not able to collect all the credits necessary for graduation** in his/her training program **during twice as much time as the nominal duration of the**

**program** or in case of transfer students until the deadline given by the Faculty Study Committee (FSC) or

- if in the same program **in case of the same subject** after 1st of September, 2012 he/she has **at least six unsuccessful exams** or
- if in the same program **in case of the same subject** after 1st of September, 2015 he/she is **unable to collect the credits of the subject after six subject registration** or
- if in a BSc or MSc in Architecture training program started later than 1st October, 2015 after the fourth active term the cumulative credit index (CCI) is below 2.25, or
- if in an MSc training program started later than 1st October, 2015 after the second active term the cumulative credit index (CCI) is below 2.5, or
- if in a training program started later than 1st October, 2015 he/she has been unable to collect at least 20 credits during the last 3 active terms.

**The student will be informed about his/her dismissal according to academic reasons in a declaration by email** to his/her email address in Neptun. In case of terminating student status the liabilities should be paid and the transcript can be retained until their total payment.

**A student can be dismissed according his/her own request by submitting an E032 request in Neptun. The student status will be terminated on the day of the submission of the request. The student is informed about the termination of his/her student status in a declaration and attached transcript by email** to his/her email address in Neptun. In case of terminating student status the liabilities should be paid and the transcript can be retained until their total payment.

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

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

**Academic calendar.**

We are looking forward to cooperating with you during your studies at BME.

**Best regards,**

**Ágnes Csonka, Bernadett Petrik, László Kunsági, Margit Nagy, Nóra Gáspár,  
Viktória Ait-Vaskó, Violetta Máté**

**BME Central Academic Office  
Office of International Education**