

Dear Student,

thank you for staying with us at the Budapest University of Technology and Economics (BME) for the spring term of 2019/2020 academic year, too.

Student ID, public transportation in Budapest

You can further receive your temporary student ID certificate to buy student monthly pass for Budapest public transportation and enjoy other student discounts (please read the details below about the E066 request). **Please do not forget that the issued certificates are valid for 60 days and you have to submit a new request for a new one in time.**

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

Residence permit

Please note that you are still obliged to register you and your accommodation or renew your residence permit in Hungary if it expires until the end of your studies at BME. Your **student status certificate** valid for the spring term will be issued and can be picked up (after your term registration in Neptun and submission of your „E100 Registration Form”) **from 11th February at our office during office hours** (in building R, ground floor, room No. 1 on Tuesdays and Thursdays between 12:00 and 15:30). Please read the details on [the homepage of the Hungarian National Directorate-General for Aliens Policing](#) carefully and act according to the instructions written there.

Health insurance information

Please note that you are still obliged to be covered by a health insurance package during the spring term. If you already have 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**. If you prefer buying a health insurance package suggested 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 **14th December until midnight (Central European Time [CET]) on 5th January, 2020 and from 18:00 (CET) on 3rd February until 23:59:59 (CET) on 9th February 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.**

After the online registration the **registration in person** will take place **in the morning on 3rd February**. You will be informed about the exact place and time later. **Those who will be late for this registration can register at our office during office hours from 11th February** (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 until midnight (CET) on 29th January**
- **Confirmation of stay (or arrival) document to be signed by us (if your school needs any)**

Short description about how to register for term and your courses in Neptun

1. 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 program and spring term (2019/20/2)* and click *Register*. In the opening window select **Active (International program)** accordingly. Neptun will send you a message about the successful registration for the term.

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

Terms: 2019/20/2

Subject type: Subjects from curriculum

Curriculum: 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. 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 3rd and 7th February) 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 (2019/20/2), 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 9th February. 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 16th February 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*. Between 17th and 23rd February you can submit „E018P Request to register for subjects and/or to drop subjects” at *Administration/Requests/Available request forms/E018P Request to register for subjects and/or to drop subjects* **paying 5.500 HUF/course in Neptun** (to see the details of your payment please read “**Finances in Neptun v13**” on [Neptun’s login website](#) after clicking the English flag among the downloadable documents). Your requests 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 5th January will be issued and a link will be sent you where your preliminary learning agreement is available to be downloaded from BME homepage **until 17th January**. It will become final and come into effect if there is no change in your course portfolio in Neptun after 5th January. **Please download this preliminary learning agreement, sign it, ask your home coordinator to sign it, scan the signed preliminary learning agreement and upload it until 31st March in Neptun** under *Information/Documents/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 5th January or you are still on the waiting list of a subject then **between 18:00 (CET) on 3rd and 23:59 (CET) on 9th February you will have the chance to change your course portfolio in Neptun directly and between 10th and 23:59 (CET) on 16th February by submitting an E018 request in Neptun**. If your course portfolio in Neptun changes after 5th January 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, sign it, ask your home coordinator to sign it, scan the signed preliminary learning agreement and upload it until 31st March in Neptun under *Information/Documents/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*.

Please note that without having uploaded your final learning agreement into Neptun your credit certificate (transcript) will not be issued at the end of the term.

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 („E100P Registration Form” request after 16th February) 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 further need a temporary student ID certificate (temporary student card) then please 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 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
repeated registration for a failed subject	4.500 HUF/course
repeated registration for a subject for improvement	4.500 HUF
online and/or in person term registration after 16 th February	5.500 HUF
late subject registration/dropping	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, Violetta Máté, Nikolett Rozbora
BME, Staff for Incoming International Study Abroad Students