

**Dear Student,**

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

### **Visa, residence permit**

Hopefully you have already applied for, and already got 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. If you need help with the application, please contact the [International Mentor Team](#) through their website CONTACT US interface on the bottom of the first page.

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

### **Arrival information**

Please schedule your arrival in Budapest **not later than on 3<sup>rd</sup> February 2020!**

**For PRE Engineering students** the in-person registration has been organized for **10:00 on 6<sup>th</sup> February in building E, first floor, room B.**

**All other students** can register at CAO during office hours between the **3<sup>rd</sup> and 7<sup>th</sup> February** (in building R, ground floor, room No. 1, from Monday until Thursday between 12:00 and 15:30, Friday 8:30-12:00). [map of BME campus](#)

Please be aware that those who are late cannot miss more than 30% of **classes, which will start 10<sup>th</sup> February 2020**. **If you arrive after the 24<sup>th</sup> February 2020, you will not be able to start your semester.**

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 centre, 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.**

If you need any help, please contact the [International Mentor Team](#) through their website CONTACT US interface on the bottom of the first page.

### **Costs of living in Budapest**

#### **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!

**You are also advised to open a Hungarian bank account as soon as possible!** If you need help opening a Hungarian bank account, please contact the [International Mentor Team](#) through their website CONTACT US interface on the bottom of the first page.

### **Public transportation in Budapest**

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

As soon as you have permanent accommodation with a Hungarian address, you can receive your **temporary student ID certificate** to buy a 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 read all about it on our website through the link below:

[health-insurance](#)

### **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 (Central European Time [CET]) on 26<sup>th</sup> January until 23:59 (CET) on 9<sup>th</sup> February** from anywhere with a relatively fast internet.

**Online subject and course registration** is in Neptun from **18:00:00 (CET) on 3<sup>rd</sup> February until 23:59 (CET) on 4<sup>th</sup> February** and from **18:00 (CET) on 5<sup>nd</sup> February until 23:59 (CET) on 9<sup>th</sup> February.**

For students of the **Faculty of Civil Engineering**, the first term subject will be registered centrally by the university.

Please read 'how' below!

**Your in-person registration will take place:**

**For PRE Engineering students: 10:00 on 6<sup>th</sup> February on campus in building E, first floor, room B.**

**For All other students: at CAO during office hours between the 3<sup>rd</sup> and 7<sup>th</sup> February (in building R, ground floor, room No. 1, from Monday until Thursday between 12:00 and 15:30, Friday 8:30-12:00). [map of BME campus](#)**

Late registration will be possible until the 17<sup>th</sup> of February by submitting the E100P Request for late registration (please note, that you will have to pay a 5500HUF fine), and by coming to the CAO office during opening hours. Please read below about how submit a request.

**Please note that if you miss your registration (either online or in person) then your status in Neptun automatically changes to 'Passive' on 24<sup>th</sup> February.**

For the in-person registration you will need the following:

- **Submitted E100 registration form request in Neptun including the attached scanned copy of your health insurance and the scanned copy of the tuition fee certificate which you received from the BME Admission Office**
- **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**
- **Proof of your knowledge of the English language and its photocopy, if it was a prerequisite for your admittance**
- **1 passport photo of you**

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

### **Neptun**

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

**Your initial login name in Neptun is the *Student ID code* (Neptun 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 and Training programs 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, 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* (*Neptun code*), your initial password includes your birthdate of the following format: NeYYYYMMDD

2. Once you entered the system we advise you to change your password at [My data](#), [Settings](#) and also check all your [Personal information](#) under [My data](#) and [Modify data](#) if necessary. Also make sure that under [Contact information](#) you have a valid e-mail address that you frequently read, for we will be communicating with you through this address.

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:* 2019/20/2

*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 (a subject may have all types of different lessons/courses like lecture, practice and laboratory to which you have to register) 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 as a second 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. 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 (2019/20/2), 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.

#### **Problems you may be 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 (since the limit of especially laboratory and practice courses may not be increased, **we advise you to register 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 (at **Personal information** under **My data** and **Modify data**), 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 certificate which you received from the BME Admission Office** by clicking on **Assign document**, **Upload file** then **Add existing document** and click **Next** then **Submit request** at the bottom.

#### **Student ID**

Please read the information on our website:

[how-to-get-a-student-id-card](#)

#### **Temporary student ID certificate (temporary student card)**

You will need these until your permanent Student ID is manufactured, so **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 at the CAO during our office hours (Mo-Th: 12:00-15:30, Fri: 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 note, that **the issued certificates are valid for 60 days and you have to submit a new request for a new one before expiration.**

### **Extra fees for special instances**

According to the Code of Studies and the Regulation on student fees and benefits, there are some special instances the university has a right to “fine” you:

<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 17 <sup>th</sup> February, paid in advance)	5.500 HUF
late subject registration/dropping of a subject (after 17 <sup>th</sup> of February, 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 the handout on our website (under downloadable documents): [Finances in Neptun](#)

If you need help opening a Hungarian bank account, please contact the [International Mentor Team](#) through their website CONTACT US interface on the bottom of the first page.

### **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.

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

The Code of Studies and other university regulations governing our and your activities can be found on our webpage at [Rules and Regulations](#).

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, Ágnes Dvorszki**  
**BME Central Academic Office**  
**Office of International Education**