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.

Please find and read carefully our detailed information letter about the most important issues related to your stay in Hungary and studies at BME in the following:

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 Immigration and Asylum Office carefully and act according to the instructions written there. The International Mentor Team will assist you in this procedure and prepared an easy-to-follow guide for you (www.imt.bme.hu/immigration-office).

Arrival information

You should schedule your arrival in Budapest **not earlier than on 28th January** (accommodation can be arranged from only then on) and **not later than on 2nd February** since **the registration period** is **between 3rd and 7th February (except for PhD students) in** our office (in building R, ground floor, room No. 1, from Monday until Thursday between 12:00 and 15:30, on Friday between 8:30 and 12:00). Those who will be late for this registration can register at our office during office hours from **10th until 14th February**). In case of **PhD students** please consult with your faculty coordinator. (You can find her/his name in Neptun: Studies/Training data/Administrator)

If you cannot arrive until 14th February, your registration may be refused. Your faculty will decide whether any further delay can be tolerated. In such case, please **submit an E100LSH request** in Neptun and it will be forwarded to your faculty for further decision.

Arrival to Hungary: **Please fill out the "Arrival to Hungary" questionnaire in Neptun, at Administration/ Questionnaires!** Even if you do not need help reaching your accommodation!

If you need help in getting to the city center from the airport, temporary accommodation, help in finding accommodation or anything else related to your arrival, **please contact the International Mentor Team through their website (www.imt.bme.hu/arrival/) as soon as you know your arrival date.**

Accommodation

If you wish **to rent an apartment** we provide you with an extra **40.000 HUF** (approx. 125 EUR) **additional contribution to your accommodation expenses**, apart from your scholarship and the Mentor Team will organize events to help you search for the right accommodation for you.

For a limited number of students we can provide **dormitory space free of charge.**

Please submit the E005NEW request in Neptun until 4th of February.

(Please look for the "E005NEW" request at Administration/Requests/Available request forms/ E005NEW)

The dormitory accommodation placement decision has been made according to the admission (in DreamApply: offer) score of the requesting students in the Stipendium Hungaricum Program application procedure by the Directorate of Student Services (https://hszi.bme.hu/en/).

Please note that PhD students are not eligible to receive dormitory accommodation.

For further information, please the website of the International Mentor Team: https://www.imt.bme.hu/accommodation/

Scholarship payment, costs in Budapest

Please note that until you have Hungarian tax ID and bank account in HUF (Hungarian Forint) you are unable to receive your scholarship. For further information on them please see the webpage of the Mentor Team: https://www.imt.bme.hu/bank-account/   and   https://www.imt.bme.hu/tax/

Please note that until then you have to live on your own budget and **we cannot transfer you any money apart from the planned dates! We highly suggest you to be prepared with money for the first few months.**

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

Accommodation: from 300 EUR/person,
Utilities (water, gas, electricity, common fees): 100 – 150 EUR,
Local transportation: 10-30 EUR,
Meals: 200 – 300 EUR,

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

Health insurance information

You are entitled to the following two health insurances free of charge.

1. **Private insurance** with an insurance company

2. Hungarian social security called TAJ card (you have to apply for it

   after aquiring your residence permit, but as soon as you can)

Additionally recommended:

3. Personal **travel insurance** valid from your departure to a 3 months time period.

Please note, that in order to have your healthcare issues covered by the Hungarian social security, you have to receive the TAJ card itself. The application in itself does not give you coverage.
Apply for the TAJ card through the Mentor Team as soon as you get your plastic card residence permit, because it might take 3 months to receive your TAJ card for the first time.

The private insurance does not cover all health related costs as you can read below. It only covers health issues up to a certain amount of money (during the insurance period). Therefore we recommend you to purchase **a personal Travel insurance which is valid for a minimum 3 months period** for covering the extra costs of any health related costs over the private insurance until your TAJ card will be ready.

TAJ card (Hungarian social security card)	Private insurance
The SH coordinators visit the health insurance office regularly. All you have to do is **present the followings** ➢ **Letter of Award from Tempus Foundation** ➢ **copy of your passport** ➢ **copy of your residence permit (both sides)** ➢ **copy of your address card (both sides)**	For further information please visit this webpage: https://hszi.bme.hu/sh/insurance/ All you have to do is present the followings ➢ your passport ➢ your residence permit ➢ your TAJ number (if you have one) ➢ your education ID

➤ **application form printed from the IMT website** ➤ **certificate of legal student status**	
Please note that you must have a valid TAJ card if you would like to work in Hungary.	
The TAJ card can be used **FREE of CHARGE** at Hungarian hospitals, surgeries and clinics **operated by the Hungarian government.**	Can be used in the surgeries and hospitals that the insurance company recommends.
The hospital/surgery staff most probably speaks only Hungarian, so you will need assistance in translation.	Usually the doctors speak English.
Only basic dental services (checking, filling, root canal treatment, tartar removal) are **FREE of CHARGE** at surgeries and clinics operated by the Hungarian government.	**The dentist is covered according to the product profile!**
You get the TAJ card in the **Central Academic Office** once it's ready. **It might take more than 3 months to receive your TAJ card.**	You can apply for the insurance immediately in **building R, ground floor, room No. 10** central office.
The expiry date of the TAJ card equals to the expiry date of the residence permit and it is stamped on the card. **However regardless of the expiry date you will not be able to get any health service as soon as your active student status ends.**	The insurance is valid from February 1 until August 31 in spring terms and from September 1 until January 31 in fall terms.
How to get a TAJ card? Please visit the International Mentor Team webpage.	**How to get a new insurance card?** For further information please visit this webpage: https://hszi.bme.hu/sh/insurance/

Registration at BME

In case of **PhD students** please consult with your faculty coordinator. (You can find her/his name in Neptun: Studies/Training data/Administrator)

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 from **06:00:00 (Central European Time [CET]) on 26th January until 23:59:59 (CET) on 9th February** even from home.

Online subject and course registration is in Neptun **from 18:00:00 (CET) on 3rd February until 23:59:59 (CET) on 9th February** even from home. Please be informed that it will be closed for a while from **11:59:59 (CET) on 4th February until 18:00:00 (CET) on 5th February.**

Your registration in person will take place **at BME, from 3rd until 7th February (except for PhD students).** Those who will be late for this registration can register at our office during office hours from **10th until 14th February** (in building R, ground floor, room No. 1, from Monday until Thursday between 12:00 and 15:30, on Friday between 8:30 and 12:00). **Note, if you miss your registration (either in person or online), your status automatically changes to 'Cancelled' in Neptun on 10th February, but you can reactivate your status if you complete your registration at our office until 14th February.**

When registering in person you will have to present the **following original papers and their photocopies**:

- Valid <u>passport</u> and its photocopy
- <u>Letter of Acceptance</u> and its photocopy
- <u>Letter of Award</u> and its photocopy
- <u>Transcripts</u> and <u>diplomas</u> of your previous studies and their photocopies
- Proof of your knowledge of the <u>English language</u>, if it was a prerequisite for your admittance and its photocopy
- 1 passport <u>photo</u> 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 from the applicant.

<u>**Neptun**</u>

It is **BME's database managing students' personal, academic and financial data and the subjects and courses** which 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.

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 E200 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 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 **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** (**in case of part-time students Active (International program)**) accordingly. Neptun will send you a message about the successful registration for the term.

4. **To submit your registration form (E200 request) in Neptun,** please look for the „*E200 Registration Form for Scholarship Holders*" request at *Administration/Requests/Available request forms/ E200 Registration Form for Scholarship Holders,* read it carefully, modify your data in Neptun if it is necessary and click *Submit request* at the bottom.

5. 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
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).

For students of the **Faculty of Civil Engineering** *the subjects will be registered by the Dean's Office* in the first term!

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*. In case of **part-time and PhD students** please consult with your supervisors.

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 (2019/20/2), 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 face with:
1. **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.
2. **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!).

General purpose request in Neptun (E101SH)

If you have any question concerning your studies, accommodation, application for residence permit or tax ID or social security number or bank account or student ID card then please open an E101SH request in Neptun, classify your problem according to the categories given in it, describe your problem and submit it. Our experts will try to help you as soon as possible and the response will arrive also in Neptun and to your email address.

International Mentor Team

The IMT (International Mentor Team) is a student organization in the BME. The aim of this group is to give you a helping hand by the official duties at the beginning of

your stay. Furthermore the IMT is organizing community activities such as game nights, movie nights, hiking trips and so on, to bring out the best of your stay. If you have any questions or problems, do not hesitate to contact them!

The official website of the IMT is where you can find the most important official topics, such as immigration office, tax ID and so on, shows you the upcoming visiting hours or eventually the upcoming events. Also useful part of the website the FAQ, if you have any question concerning the official matters you may find your answer there.

Here you can find the website: https://www.imt.bme.hu/

Student ID, public transportation in Budapest

You can receive your **temporary student** to buy student monthly pass for Budapest public transportation and enjoy other student discounts, too (please read the details below about the E066 request in Neptun).

Please read the details of the **public transportation in Budapest** on the website of the Budapest Transportation Co. (BKK)

Please read **"Application procedure for permanent student card"** on our website to see the details of application for **permanent student ID card**.

If you need a temporary student ID certificate (temporary student card) 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 CAO 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	Fee
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
term registration in Neptun after 16th September (paid in advance)	5.500 HUF
late registration/dropping of a subject (after 16th 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 retake exam in one subject	4.500 HUF/exam
unverified absence from an examination	5.500 HUF/absence
3rd 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"** on our website to see the details of your payment.

Dismissal

A student can be dismissed for the following academic reasons:

- the student fails to obtain the leaving certificate (absolutorium) upon the expiry of twice the programme duration specified in the training and outcome requirements calculated from the start of the studies in the particular programme, or

- the total number of the student's unsuccessful exams (comprehensive exams), retake or repeated retake exams (comprehensive exams) [with a fail grade] in the same programme and same subject taken after 1 September 2012 reaches six, or

- the student fails to obtain the credit points for the same subject in the same programme starting from the second term of the academic year 2015-2016 having taken the same subject six times or

- the student's cumulative grade point average on a bachelor training programme or in single-cycle training does not reach the value of 2.25 at the end of the fourth active term after enrolment, or

- the student's cumulative grade point average on a master training programme does not reach the value of 2.50 at the end of the second active term after enrolment or

- the student did not obtain at least 20 credit points in the last three active terms in which the student did not take part in part-time studies abroad in a European Economic Area (hereinafter referred to as 'EEA') member state where the studies pursued count towards the studies pursued in the University's programme

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.

Students can be dismissed according his/her own request by submitting an E032 request in Neptun. Their student status will be terminated on the day of the submission of the request. They will be informed about the termination of their student status in a declaration and attached transcript by email to their 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.

Based on the Stipendium Hungaricum Programme - Operational Regulations the institute may **terminate your scholarship status** by a unilateral declaration **if you do not obtain at least 18 credits on the average of the last two semesters** where the student status was not interrupted.

Here is a link where you can find the campus map.

The most important things to do in chronological order (checklist):

1. Start your visa process and book a flight!

2. Do the online registration in Neptun (set your status to active)! Deadline: 9th February

3. Submit the *E200 Registration Form for Scholarship Holders* request in Neptun! Deadline: 16th February

4. Register for your subjects in Neptun! Deadline: 9th February

5. If you cannot arrive until 14th February, submit the *E100LSH Request for late arrival of new SH students* request in Neptun!

6. Fill out the "Arrival to Hungary" questionnaire in Neptun!

7. Contact the International Mentor team about your arrival!

8. Complete your in person registration between 3rd and 7th February!

9. Start the application processes in order to receive your residence permit, social security number (TAJ card), tax ID card, student ID card, bank account! International Mentor Team can help you.

10. Enjoy your stay in Budapest, Hungary and your studies at BME!

We are looking forward to cooperating with you during your studies at BME. Please do not hesitate to contact us via your E101SH requests in Neptun if you have any question, we do our best to reply as soon as possible.

Best regards,
BME Central Academic Office