

**Dear Student,**

greetings from Budapest, Hungary! We are pleased to welcome you to the Budapest University of Technology and Economics (BME) for the autumn term of the 2020/2021 academic year.

Please carefully read our detailed information letter about the most important issues related to your studies at BME. **This is the updated information letter about the information we know as of today (due to the COVID-19 pandemic, things are constantly changing). As soon as we know anything further, we will inform you by updating this newsletter! Also please be informed about university life, rules and regulations etc. through the [University](#) and [Central Academic Office \(CAO\)](#) websites.**

**Classes will start on 7<sup>th</sup> September in all (online and personal attendance) forms!**

Since **BME will start the 2020/2021/1 term in a hybrid form, you may start your studies online**, from home **if you can not arrive to BME until 7<sup>th</sup> September and fluidly continue your studies in person once you arrive** (you might need 2 weeks in quarantine after entering Hungary depending on from which country you departed from). Please read the [Rector's message on the subject](#).

**E022 request in Neptun (see it below) is a designated request through which you can request the participation in online, distance learning.** Your BME Faculty Study Committee decides about your case.

### **Accommodation information**

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

For the time until you find a permanent solution you can find offers for hostels, rents, shared flats [on the homepage of the Erasmus Student Network BME](#) and your mentors will also help you to find your final accommodation during the registration week.

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

From 1<sup>st</sup> September all students are **subject to a 14-day-long mandatory home quarantine** at their Hungarian addresses. This quarantine **may be lifted after taking 2 PCR SARS-CoV-2 tests in Hungary (at least 48 hours apart)**. The university cannot provide you with a place to spend your quarantine, so we strongly advise you to **arrange accommodation for yourself before arriving!**

If you need a **place, where you can spend your quarantine**, here are some hotel/hostel options:

- [Corvin Hotel Budapest](#)
- [Mellow Moods Hotels](#)
- [Guest Student](#): the company's profile include private dormitories and apartment rentals. They help with the quarantine only if you live in their establishments for a longer period (possibly full term)

Online grocery shopping and deliveries work perfectly in Budapest, so you will not face any needs.

## **Arrival information**

From 1<sup>st</sup> September **all countries of the world are classified unsafe** to travel to/from by the Hungarian authorities and as such, foreign citizens can only enter Hungary under special conditions. This measure is to protect all residents from the spread of the Coronavirus. Please be mindful of this and do NOT engage in unnecessary international travel (not even within the EU) until further notice.

**Students at Hungarian universities can still enter Hungary despite the ban. However, there are strict rules regarding it!** Also, in these volatile times, rules and regulations may change overnight, so please keep an eye on Hungarian news.

All students are **subject to a 14-day-long mandatory home quarantine** at their Hungarian address. This quarantine **may be lifted after taking 2 PCR SARS-CoV-2 tests in Hungary (at least 48 hours apart)**. **Testing is conducted at Semmelweis University for 30,500 HUF for BME's international students** (more information will be available later). If you decide to do the tests privately, you can request clinics to do the tests for you. They will cost you approximately 30,000-35,000 HUF. A complete list of competent clinics are available [here](#) in Hungarian. Also two of these clinics have websites in English: [Rózsakert Medical Center](#) and [Buda Health Center](#).

## **General procedure:**

- If visa is required from you, apply for a D-type visa.
- Download, print out and fill out the Neptun certificate, according to this [page](#).
- Submit E100 request in Neptun to which your student status certificate in Hungarian will be attached (for the Hungarian authorities)
- Submit a leniency form on the Hungarian Police's website: <https://ugyintezes.police.hu/en/uj-ugy-inditasa/> and upload your student status

certificate here. This guide will help you: <https://www.imt.bme.hu/wp-content/uploads/Police-Guide.pdf>

If you wish to participate in the **orientation program** then please schedule your arrival in Budapest not later than on 30<sup>th</sup> August. The first meeting with your mentors, the Erasmus Student Network (ESN) representatives will be at 10:00 am. on 31<sup>st</sup> August on the first floor in building E.

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 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 since the exchange rate there is quite bad! Use ATMs instead. More information on Budapest Liszt Ferenc International Airport can be found [on its website](#).

### **Student ID, public transportation in Budapest**

If you have EU (European Union) or EEA (European Economic Area) citizenship then please bring your home university's valid student ID card with you (if the dates of both issue and expiry are written on it and includes a photo of you!) or buy an International Student Identity Card (ISIC) at home (before your arrival) since *students of citizenship of any EU or EEA member state or Switzerland* attending university courses can enjoy student discounts with them.

If the above cases do not apply to you then you can receive your temporary student ID to buy student monthly pass for Budapest public transportation and enjoy other student discounts, too if you submit an E066 request in Neptun (please read the details below about this request).

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

### **Residence permit**

Please be aware that once you have been registered at BME **you are obliged to register you and your accommodation or apply for residence permit in Hungary** depending on your citizenship. Your **student status certificate** valid for the autumn term and needed for your registration or residence permit application will be issued from Neptun after **submission of your „E100 Registration Form” attaching its signed copy**. If the status of your E100 request is *‘Approved and closed’* then as its second attachment your student status certificate in Hungarian (for the Hungarian authorities) can be downloaded. Please read the details of your accommodation registration or application for residence permit on the website of the [National Directorate-General for Aliens Policing](#) carefully and act according to the instructions written there.

### **Health insurance information**

Please note that for your registration or application for residence permit at the National Directorate-General for Aliens Policing you have to purchase a local health insurance package if you have no health insurance coverage (health insurance package or EU health insurance card) valid in Hungary during your studies at BME. If you prefer buying a health insurance package recommended by BME then please read **health insurance information on our website**.

### **Registration**

**Registration to BME is a pre-requisite to start your studies and immigration procedure and is only online by submitting your „E100 Registration Form” attaching its signed copy in Neptun.**

**Online course registration** is in our Neptun database (see its details later) electronically from **13<sup>th</sup> June until midnight (Central European Time [CET]) on 21<sup>st</sup> June and from 11<sup>th</sup> July until 23:59:59 (CET) on 4<sup>th</sup> September even from home.**

Please note that you do not need to postpone or cancel your studies if you cannot arrive to Hungary until 7<sup>th</sup> September (the first day of classes), since you will be able to start your studies through **distance learning mode** (please submit your E022 request in Neptun for this purpose)!

**Confirmation of arrival (or stay) certificates** (if your school needs any) can be validated during the Orientation Week between 12:00 and 15:30 on 2<sup>nd</sup> and between 9:00 and 15:30

on 3<sup>rd</sup> September in the main hall of building R or during opening hours from 7<sup>th</sup> September (please see [our website for more information on our opening hours](#)).

## **ESN BME**

[Erasmus Student Network BME \(ESN BME\)](#) will also contact you soon. ESN students, your mentors will guide you during Orientation Week (between 31<sup>st</sup> August and 6<sup>th</sup> September) and in getting acquainted with the university and Budapest. They will organize programs for you (welcome party, etc.) during not only the Orientation Week but the whole term. They also help you in flat searching and will contact you about the time and place to meet them. Please follow their requests and instructions.

## **Neptun**

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

**Courses 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 or B for BSc level, M or N for MSc level and neither A nor B nor M nor N for general purpose courses).

## **Short description about how to register for your courses 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 **course registration** please choose *Register for subject* option under *Subjects* menu and do the settings in the following way:

*Terms:* 2020/21/1

*Subject type:* Subjects from curriculum

*Curriculums:* 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 types 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.** 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 the ESN students 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 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 on 2<sup>nd</sup> September 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 (2020/21/1), 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.

**The very final deadline to register/deregister for courses is at 23:59 on 4<sup>th</sup> September. 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 on 13<sup>th</sup> September 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* free of charge. Please note that you have to submit as many E018 requests as many subjects you would like to register or deregister. **Between 14<sup>th</sup> and 20<sup>th</sup> September** you can still submit the above E018 request but **you have to pay 5.500 HUF/course in Neptun** (to see the details of your payment please read [Finances in Neptun](#)). 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 a BME representative according to your course registration in Neptun until 21<sup>st</sup> June will be issued** and a link will be sent you where your preliminary learning agreement is available to be downloaded from BME homepage **until 10<sup>th</sup> July**. It will become final and come into effect if there is no change in your course portfolio in Neptun after 21<sup>st</sup> June. **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 31<sup>st</sup> October 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 21<sup>st</sup> June or you are still on the waiting list of a subject then **between 11<sup>th</sup> July and 23:59 (CET) on 4<sup>th</sup> September you will have the chance to change your course portfolio in Neptun directly and between 5<sup>th</sup> and 23:59 (CET) on 13<sup>th</sup> September by submitting an E018 request in Neptun**. If your course portfolio in Neptun changes after 21<sup>st</sup> June then **your final learning agreement will be issued until 9<sup>th</sup> October 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 31<sup>st</sup> October 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 website](#)** >> 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 [our website](#) 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](mailto:incoming@kth.bme.hu)) an email.

**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 and click *Submit request* at the bottom. Then **please print out the submitted request from Neptun** (under *Administration/Requests/Submitted requests*), **sign it, scan it and attach it to the already submitted request. If you have already submitted your E100 registration form without attaching its signed copy then please submit it again.**

Without this signed attachment your registration form (E100 request) will not be accepted and your student status certificate will not be issued for you. **If the status of your E100 request is ‘Approved and closed’ then as its second attachment your student status certificate in Hungarian can be downloaded from Neptun.**

**If you 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 in the main hall of building R from 7<sup>th</sup> September during our office hours. Please notice that the first certificate cannot be issued earlier than 7<sup>th</sup> September and **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>
late registration/dropping of a subject (5500 HUF paid in advance)	5500 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 <sup>rd</sup> and further exam in the same subject	4.500 HUF/exam
late payment of an inflicted fee	1.400 HUF/fee

If you have to pay any one from the above fees please read **Finances in Neptun** on [our website](#) among the downloadable documents to see the details of your payment.

Please note that dates for the academic year and the campus map can be found [on our website](#) under **Academic calendar** and **Campus map**, respectively.

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](mailto: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 Central Academic Office**

**Staff for Incoming International Exchange and Study Abroad Students**