



Budapest University of Technology and Economics, BME
since 1782



An aerial photograph of Budapest, Hungary, showing the Danube River flowing through the city. The river is crossed by several bridges, including the Chain Bridge and the Liberty Bridge. The city is densely packed with buildings, and there are large green spaces on the hillsides. The text 'BUDAPEST' is overlaid in large yellow letters at the top of the image.

BUDAPEST

BME

DANUBE



Office of International Education staff in the Central Academic Office (CAO)

Front Office

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Contact

- **Home page:** <http://www.kth.bme.hu/en/>
- **For preparatory, OTM, BSc and MSc students:**
Office: building R, ground floor, room No.1
Opening hours: <http://www.kth.bme.hu/en/>
Address: Műegyetem rkp. 7–9., H-1111 Budapest, Hungary
- **For PhD students:**
at Dean's Offices of the Faculties (please contact them for registration)



If you need help or have a problem regarding administrative issues

- At first please submit an *E101SH request in Neptun* and classify your problems in it
- If you have other questions not mentioned in the request: please write e-mail to your program coordinator (please put **your Neptun code** and **Faculty name into the subject** otherwise your message can be delayed or rejected)
- Visit us during only opening hours
 - when: <http://www.kth.bme.hu/en/>
 - where: building R, ground floor, main hall
- Contact your mentors (<https://imt.bme.hu/>)
Regarding to dormitory, medical help, scholarship and accomodation payments sh-cao@bme.hu or scyp-cao@bme.hu
Please use these e-mail addresses only in case of typical scholarship connected questions. Scholarship holder status doesn't mean that you have to use these addresses regarding to educational or administrative issues. Due to these kinds of issues please always contact your program coordinator (administrative issues) or course director (educational issues).



Days-off, periods of the term

- **30 August – 3 September: registration period**
- **6 September: first day of study period**
- **22 September: BME Sport Day**
- **1 November: All Saints' Day**
- **16 November: BME Student Research Conference**
- **26 November: BME Open Day for highschool students**
- **24 December Christmas Eve**
- **10 December: last day of study period**
- **11, 13 – 17 December: repeat period**
- **20 December – 24 January: exam period**



Internet and computer use at BME

**Please visit the following website
and follow the instructions there**

hszk.bme.hu

Electronic administration system

- to put your unique Neptun code into the **subject of your messages to identify yourself**
- to register for your **subjects and courses**
- to check your **schedule**
- to check your **classrooms**
- to submit **requests** (<https://kth.bme.hu/en/general-information/about-neptun/>)
- to set **your temporary address** (in Hungary)
- to register for your **exams** (from the beginning of December)



To enter NEPTUN for the first time

You need your

- **NEPTUN code** (see your Letter of Acceptance)

and

- **your date of birth** (as your initial password):

in **NeYYYYMMDD** format

please change this initial password and do not forget your new one!!!



Subject/course registration in Neptun

- Under *Subjects/Register for subjects*
- Terms: *2021/22/1*
- Subject type: *Subjects from curriculum ONLY!!!*
from *All subjects* not OK, your registered subjects from here will be cancelled without any notice
- Choose courses in English (not in Hungarian!)
- Until 23:59:59 pm on 3 September
- Submit request E018 (to further register for or deregister subjects free of charge) until 23:59:59 on 12 September
- Submit request E018 (to further register for or deregister subjects paying fee of 5.500 HUF/course) until 23:59:59 on 19 September
- From 20 September there is no way to change your subject portfolio!

Extra fees for special instances

Instances	Fees
term registration in Neptun after 3 September (paid in advance)	5.500 HUF
late subject registration/cancellation after 12 September (E018, paid in advance)	5.500 HUF/course
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
replacement of lost student card	3.500 HUF
late submission of home assignment	2.500 HUF/assignment
repeated retake of a test (paid in advance)	4.500 HUF/retake
unauthorized absence from an examination	5.500 HUF/absence
3rd and further exam in the same subject (paid in advance)	4.500 HUF/exam

The above fees should be paid in HUF transfer from your bank account in HUF or by money order (no cash payment at CAO!)

(details: <https://www.kth.bme.hu/document/2469/original/Finances%20in%20Neptun%20v14.pdf>)

Losing the scholarship status

Extract from Stipendium Hungaricum Programme Operational Regulations

Please check section III.5. of the [Stipendium Hungaricum Programme Operational Regulations](#).

The scholarship status is terminated if:

- student status is terminated,
- the student withdraws the scholarship in writing,
- completed a degree on the relevant study level, on the last day of the first final exam–period following the last semester,
- the student has used up the awarded number of semesters and does not submit a claim for extension, or there is no possibility to ask for extension any more,
- the scholarship holder cannot prove that they reside habitually in Hungary,
- the student does not arrive until the deadline of enrolment and does not declare their scholarship status,
- the scholarship holder has provably participated in the application process in bad faith and/or on the basis of false eligibility
- the student fails to submit the missing documents until the deadline set by the institute.
- the applicant becomes non-eligible (e.g. the scholarship holder is granted a refugee status , temporary protection, subsidiary protection, temporary protection or Hungarian citizenship in the duration of their scholarship)
- if the student – unless there is another provision in the institutional regulation – does not meet the requirement of academic progress declared in the Academic and Examinations Regulation or in the curriculum; **the student does not obtain at least 18 credits on the average of the last two semesters where the student status was not interrupted.** This requirement of minimum credit does not apply for the students of doctoral schools.
- the scholarship holder does not fulfil their obligation to participate in medical screenings, and their additional obligations set out in the healthcare protocol, or provides false information in relation to the health screening protocol during the application period or during their scholarship period.
- the scholarship holder is deemed unfit during the obligatory medical examination. The scholarship status is suspended during the period in which the scholarship holder is deemed temporarily unfit during the obligatory medical examination. Further details about the suspension of the scholarship status are included in the Implementation Guide.



Losing the student status

Extract from BME Code of Studies

A student can be dismissed for the following academic reasons:

- if you **miss the registration 3 consecutive times** or
- if you **reached the maximum number of passive terms** and your next term would also be passive or (you can have at most two consecutive passive terms and the number of your passive terms cannot exceed a certain amount in your training program (4 in BSc and MSc and 6 in OTM in Architecture))
- 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
- 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
- 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.**



Registration in person

Please check the invitation which you received from your program coordinator and come according to it (if you are unable to come that time then during opening hours: <http://www.kth.bme.hu/en/> from 6th September)

Necessary documents

- Valid passport and its photocopy
- Letter of Award printed
- Letter of Acceptance printed
- Your school credentials (secondary school diploma, BSc. degree) all in original and their notarized English translation and their photocopies
- In case you study at MSc level the proof of your knowledge of the English language and its photocopy
- 1 piece of passport size photo

Thank you for your kind attention!



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<http://www.bme.hu/?language=en>