

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**





# Exchange and Study Abroad Office staff in the Central Academic Office (CAO)

## Front Office

- Ms. Borbála Ruszin
- Ms. Zsanett Sztraka

Organized and managed by:  
Mr. László Kunsági



# Contact

- [Website \(Information letters and Course offer\)](#)
- **Email: [incoming@bme.hu](mailto:incoming@bme.hu)**
- [Opening hours](#)  
place: building R, ground floor, main hall
- **Mailing address: Műegyetem rkp. 7–9., H-1111 Budapest, Hungary**





# If you need help or have a question

- At first please read [our website and information letters on it](#)
- If you cannot find the answer then please send us an email to:  
[incoming@bme.hu](mailto:incoming@bme.hu)
- Visit us [during only opening hours](#)  
building R, ground floor, main hall
- Contact your ESN mentors



# Periods of the term, days-off

- August 29 – September 1: registration period
- September 5: first day of study period
- September 14: BME Sport Day
- October 15: „Monday on Saturday”
- October 31: „Saturday on Monday”
- November 1: All Saints’ Day
- November 17: BME Student Research Conference
- November 25: BME Open Day for highschool students
- December 9: last day of study period
- December 12–16: repeat period
- December 19 – January 20: exam period



# Internet and computer use at BME

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

**[hszk.bme.hu](http://hszk.bme.hu)**





# NEPTUN

## Electronic administration system

- to put your unique Neptun code into the **subject of your messages to identify yourself**
- to register for the term
- to register for your **subjects and courses**
- to check your **schedule**
- to check your **classrooms**
- to submit **requests** (<https://kth.bme.hu/en/for-students/general-information/about-neptun/>)
- to set **your temporary address** (in Hungary)
- to submit **request for temporary student ID (066)**
- 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):

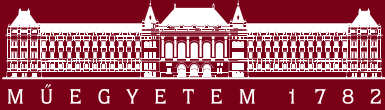
in **NeYYYYMMDD** format

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

# Online and personal registration

- **Term registration:** under *Administration/Enrollment/Registration* please choose *Active (International program)* until **September 1**
- **Registration form print:** under *Information/General forms/Registration form* please print and sign it
- **Online registration:** under *Administration/Requests/100 Online registration* until **September 1**
  - Form of sponsorship: Other/Self supporting student
  - Mode of registration: By personal attendance
  - Please attach your printed and signed Registration form and ID/Passport (separately)
- **Personal registration:** today after the presentations or [during opening hours](#) until **September 1**, please bring your ID/passport (to identify yourself) and submit your signed and already attached registration form





# Subject/course registration in Neptun

- Under *Subjects/Register for subjects*
- Terms: *2022/23/1*
- Subject type: *Subjects from curriculum ONLY!!!*  
from *All subjects* not guaranteed, your registered subjects from here can be cancelled without any notice
- Choose courses in English (not in Hungarian!)
- Until 23:59:59 pm on September 11
- Submit request **E018** (to further register for or deregister subjects paying fee of 5.500 HUF/course) until 23:59:59 on December 2
- From December 2 there is no way to change your subject portfolio!

## COURSES FOR THE AUTUMN TERM OF THE 2022/23 ACADEMIC YEAR ARE AVAILABLE BELOW

(for the spring term of the 2022/23 academic year it will be available not later than from November 1st, 2022)

**Please note that this website is the only official course offer for exchange and semester abroad students at BME. Only these courses will be available for registration but because of the current pandemic and its unpredictable change in the future their availability and schedule can also change. During subject registration please choose from only "Subjects from curriculum" subject type in Neptun. If you do it from any other subject type then your subject registration will not be guaranteed and your registered subjects from here can be cancelled without any notice. Thank you for your understanding.**

**Most of the subjects of the course offer are taught in English with a few exceptions in German, French or Spanish. Please find its language at the offered subject in the lists of the faculties.**

**Please also note that there is no lower limits for subject or credit numbers taken at BME and limitation to take subjects from any faculties below (exceptions are mentioned at the faculties, if there are any) but please fulfil the obligations of your university in these numbers, if there is any.**

Please be aware that the **courses' availability depends on the number of registered students.** Minimum and maximum numbers of students/course both apply.

Please note that courses are of

- **BSc level:** if the 8th character in its subject code (Neptun code) is **A** or **B** (e.g. BMEVITMAK47)
- **MSc level:** if the 8th character in its subject code (Neptun code) is **M** or **N** (e.g. BMEVITMMB03)
- if the 8th character in its subject code (Neptun code) is **neither A nor B nor M nor N** (e.g. BMEGT658151) then **the course is of general purpose and is for all the students.**

# Extra fees for special instances

Instances	Fees
term registration in Neptun after September 1 (E102P, paid in advance)	5.500 HUF
late subject registration/cancellation after September 11 (E018, one course 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	4.500 HUF/retake
unauthorized absence from an examination	5.500 HUF/absence
3rd and further exam in the same subject	4.500 HUF/exam

The above fees should be paid in HUF transfer by your bank card or from your bank account in HUF (no cash payment at CAO!). Please read technical details [here](#).



# (Temporary) Student ID

- You do not need it if
  - you are EU citizen and your student ID includes the dates of issue and expiry, or
  - you have valid International Student Identity Card (ISIC).
- A4 size sheet (not plastic card!) valid with your passport or photo ID,
- Submission of 066 request in Neptun,
- If status of 066 is ‚Approved and closed’ then please download it from your accepted request as an attachment
- It is valid for 60 days (please renew it in time if you need it)

# Learning agreement (LA)

## For only Erasmus+ students

- Online Learning Agreements (OLA) are preferred
- If you are unable to manage OLA then please upload the signed LA copy to an E027 request in Neptun
- Please upload the fully signed copy of your LA into Neptun to *Administration/Requests/040 Presentation of document Document: Learning agreement*
- By December 9 your signed LA should be uploaded (or OLA finalized) and match your subject portfolio in Neptun

# Documents issued during your studies at BME

- **Student status certificate** (for residence permit application [for nonEU students] or registration [for EU students] at the Immigration Office)  
after term registration to Active (International program) status please ask for it through E027 request in Neptun **from September 5**
- **Confirmation of stay or arrival (if necessary)**
  - ✓ initially can be validated through E027 request
  - ✓ can be finally arranged through also E027
- **Transcript of records (grade certificate)**
  - ✓ including all the passed and failed subjects
  - ✓ can be requested in E027 request after having all your grades in Neptun (please urge your professors to enter your grades in Neptun asap)
  - ✓ can be emailed (but not mailed!) to your university directly (if necessary)
- **All the above documents are issued digitally signed**



**Thank you for your kind attention!**



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