



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. Éva Buza (buza.eva@bme.hu)
- Ms. Ágnes Csonka (csonka.agnes@bme.hu)
- Mrs. Judit Eszesné Szilágyi (szilagyi.judit@bme.hu)
- Ms. Hermina Feró (fero.hermina@bme.hu)
- Ms. Hedvig Füzesi (fuzesi.hedvig.judit@bme.hu)
- Ms. Nóra Gáspár (gaspar.nora@bme.hu)
- Mrs. Nikolett Keres (keres.nikolett@bme.hu)
- Mrs. Ágnes Kovácsné Farkas (farkas.agnes@bme.hu)
- Ms. Borbála Ruszin (ruszin.borbala@bme.hu)
- Ms. Zsanett Sztraka (sztraka.zsanett@bme.hu)

Organized and managed by:

- Mr. László Kunsági (kunsagi.laszlo@vik.bme.hu)



Contact

- [Website \(Information letters and Course offer\)](#)
- **Email: 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
- Visit us [during only opening hours](#)
building R, ground floor, main hall
- Contact your ESN mentors



Periods of the term, days-off

- **28 – 31 August: in person enrolment period**
- **4 September: first day of study period**
- **12 September: BME Sport Day**
- **23 October: National holiday**
- **1 November: All Saints' Day**
- **16 November: BME Students' Scientific Conference**
- **24 November: BME Open Day for highschool students**
- **27 December, 2023 – 1 January 2024: Winter holiday**
- **8 December: last day of study period**
- **11 – 15 December: repeat period**
- **18 – 22 December, 2023, 2 – 22 January, 2024: exam period**



Internet and computer use at BME

Please visit the following website
and follow the instructions there

[BME Directorate of Informatics](#)



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/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!!!

If you forgot your password then please click *Forgot password* where you try to enter Neptun

Online and in person enrolment

- **Term registration:** under *Administration/Enrollment/Registration* please choose *Active (International program)* until **31 August**
- **Enrolment form print:** under *Information/General forms/Enrolment form* please print and sign it
- **Online enrolment:** under *Administration/Requests/100 Online enrolment* until **31 August**
 - Form of sponsorship: Other/Self supporting student
 - Mode of enrolment: By personal attendance
 - Please attach your printed and signed Enrolment form and ID/Passport (separately)
- **In person enrolment:** today after the presentations or [during opening hours](#) until **31 August** (building R, ground floor, main hall) please bring your ID/passport (to identify yourself) and submit your signed and already attached enrolment form



Subject/course registration in Neptun

- Under *Subjects/Register for subjects*
- Terms: *2023/24/1*
- **Subject type: *Subjects from curriculum* ONLY!!! for at most 60 credits**
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 10 September
- **Submit request 018 (to further register for or deregister subjects paying fee of 5.500 HUF/course) until 23:59:59 on 4 December (but faculty policies can be different!)**
- From 4 December there is no way to change your subject portfolio!

Extra fees for special instances

Instances	Fees
term registration in Neptun after 31 August (102, paid in advance)	5.500 HUF
late subject registration/cancellation after 10 September (018, 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 (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 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 pick up your temporary student ID signed and stamped from CAO [during opening hours](#)
- 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
- By 8 December your signed LA should be uploaded (or OLA finalized) and match your subject portfolio in Neptun
- Please upload the fully signed copy of your LA into Neptun to *Administration/Requests/040 Presentation of document*
Document: Learning agreement

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 4 September
- **Confirmation of stay or arrival (if necessary)**
 - ✓ **starting date**: date of your in person enrolment but not earlier than 28 August
 - ✓ **last day**:
 - in the initial form: 22 January (last day of the exam period)
 - in the final form: **date of your last exam + 3 working days**
 - ✓ can be validated both initially and finally through E027 request
- **Transcript of records (grade certificate)**
 - ✓ including all the passed and failed subjects
 - ✓ can be requested in E027 request after uploading the fully signed copy of your LA into a 040 request (see previous slide) and 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!



[Budapest University of Technology and Economics, BME](http://www.bme.hu)