

Budapest University of Technology and Economics, BME  
since 1782



# BUDAPEST

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 Danube River is visible on the right side of the image, with several boats and a large blue structure in the water.

BME

DANUBE



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

# Front Office

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

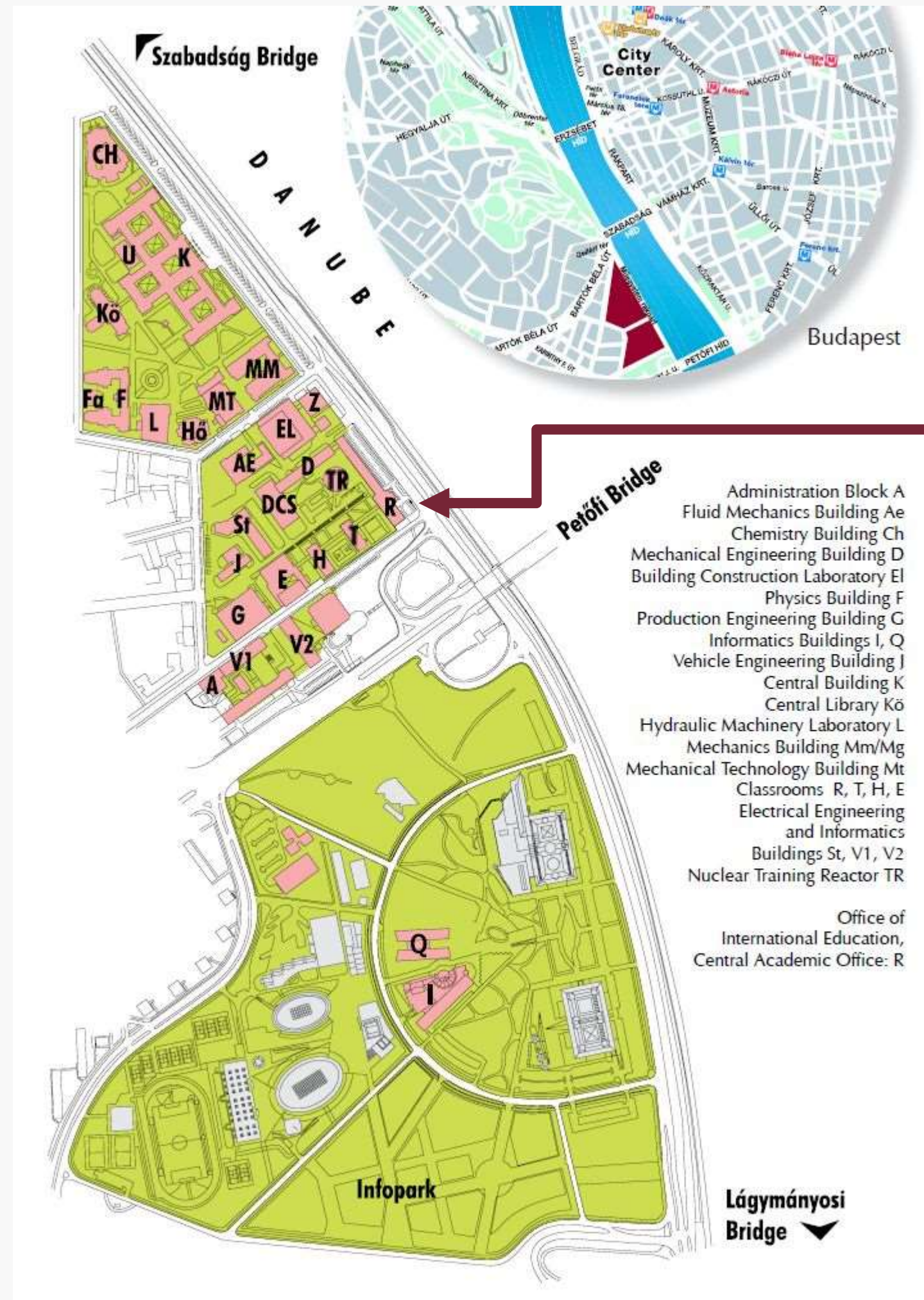
# Organised and managed by

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- Mr. László Kunsági ([kunsagi.laszlo@vik.bme.hu](mailto:kunsagi.laszlo@vik.bme.hu))
- Ms. Johanna Misják ([misjak.johanna@bme.hu](mailto:misjak.johanna@bme.hu))

## If you need help or have a question

- At first please send us an email to [kth-info@bme.hu](mailto:kth-info@bme.hu) (please put your Neptun code into the subject otherwise your message can be delayed or rejected).
- Visit us during only opening hours building R, ground floor, main hall.



- Administration Block A
- Fluid Mechanics Building Ae
- Chemistry Building Ch
- Mechanical Engineering Building D
- Building Construction Laboratory El
- Physics Building F
- Production Engineering Building G
- Informatics Buildings I, Q
- Vehicle Engineering Building J
- Central Building K
- Central Library Kö
- Hydraulic Machinery Laboratory L
- Mechanics Building Mm/Mg
- Mechanical Technology Building Mt
- Classrooms R, T, H, E
- Electrical Engineering and Informatics Buildings St, V1, V2
- Nuclear Training Reactor TR
  
- Office of International Education, Central Academic Office: R

CAO

# Contact

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- For preparatory, OTM, BSc and MSc students:

[Website](#)

Place of customer service during opening hours: building R,  
ground floor, main hall

Mailing address: Műegyetem rkp. 7-9., H-1111 Budapest, Hungary

- For Scholarship holder students: [Website](#)

- For PhD students:

at Dean's Offices of the Faculties (please contact them for  
registration)

# Periods of the term, days-off

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## FIRST (FALL) SEMESTER

- In person registration at CAO 28 Aug – 31 Aug 2023
- First Day of Classes 4 Sept 2023 (Monday)
- Last Day of Classes 8 Dec 2023 (Friday)
- Week of repeats 11 Dec 2023 – 15 Dec 2023
- Examination Period - Part 1. 18 Dec 2023 – 22 Dec 2023
- Examination Period - Part 2. 2 Jan 2024 – 22 Jan 2024

## SECOND (SPRING) SEMESTER

- In person registration at CAO 5 – 8 Feb 2024
- First Day of Classes 12 Feb 2024 (Monday)
- Last Day of Classes 17 May 2024 (Friday)
- Week of repeats 21 May – 27 May 2024
- Start of exam period 28 May 2024
- End of exam period 24 June 2024

## DAYS OFF FOR ALL STUDENTS

- BME Sport Day 12 Sept 2023
- National Holiday 23 Oct 2023
- All Saints' Day 1 Nov 2023
- BME Students' Scientific Conference 16 Nov 2023
- BME Open Day for highschool students 24 Nov 2023
- Winter holiday 27 Dec 2023 – 1 Jan 2024
  
- National Holiday 15 March 2024
- Good Friday 29 March 2024
- Easter Monday 1 April 2024
- Spring Holiday 28 March – 3 April 2024
- Labour Day 1 May 2024
- Whit Monday 20 May 2024



# Internet and computer use at BME

Please visit the following website and follow the instructions there  
[BME Chancellery - Directorate of Informatics](#)

# Neptun (Electronic administration system)

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- 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
- to set your *temporary address* (in Hungary)
- to submit *request for student ID*
- 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
- 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.

## Subject/course registration in Neptun

- Under *Subjects/Register for subjects*
- Terms: **2023/24/1**
- 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 31 August**
- Submit request *018* (to further register for or deregister subjects paying fee of 5.500 HUF/course) until 23:59:59 on December 4
- From December 4 there is no way to change your subject portfolio!

# Extra fees for special instances



| Instances   | Fees                 |
|---|----------------------|
| term registration in Neptun after 31 August (paid in advance)                 | 5.500 HUF            |
| late subject registration/cancellation after 31 August (018, 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](#).



# Losing the student status

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Extract from [BME Code of Studies](#)

A student can be dismissed for the following academic reasons:

- if he/she **missed the term registration 3 consecutive times** or
- if he/she **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 1 September, 2015 he/she is **unable to collect the credits of the subject after six subject registration** or
- if his/her **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
- if his/her **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 1 October, 2015 he/she has been **unable to collect at least 20 credits during the last 3 active terms.**



# Enrolment in person

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Today right after the presentation or during opening hours until 31 August (building R, ground floor, main hall).

Necessary documents:

- valid passport and its photocopy,
- enrolment form (already signed and attached to 100 Online enrolment request) in 2 copies,
- your school credentials (secondary school diploma, BSc. degree) **all in original** and their notarized English translation and their photocopies,
- your English language certificate (and official English translation if the original document is not in English)
- signed study contract in 2 copies (for only tuition fee paying students!).

# Losing the scholarship status

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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,
- the student **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 terms** 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),



# Losing the scholarship status

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The scholarship status is terminated if:

- 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 foundation courses and 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.
- The scholarship holder does not fulfil his/her reporting obligations (obligatory survey) to the Public Foundation at the end of the academic years.





# The monthly stipend is not paid

## Extract from Stipendium Hungaricum Programme Operational Regulations

If the scholarship holder:

- does not participate in the mandatory Hungarian language and culture course,
- has extension of his/her scholarship (during the extension period).

# Regulations to read and follow

Collected on [CAO's website](#)

- [First steps for SH students](#)
- [SH Operational Regulations](#)
- [SH Implementation Guides](#)
- [SCYP Operational Regulations](#)

## Contacts

Tempus Public Foundation (SH): [stipendiumhungaricum@tpf.hu](mailto:stipendiumhungaricum@tpf.hu)

Tempus Public Foundation (HDSPP): [diasporascholarship@tpf.hu](mailto:diasporascholarship@tpf.hu)

Hungary Helps Agency (SCYP): [hungaryhelps@hungaryhelps.gov.hu](mailto:hungaryhelps@hungaryhelps.gov.hu)

BME (SH): [sh-cao@bme.hu](mailto:sh-cao@bme.hu)

BME (SCYP): [scyp-cao@bme.hu](mailto:scyp-cao@bme.hu)

Thank you for your kind attention!



Budapest University of Technology and Economics, BME