

Budapest University of Technology and Economics, BME  
since 1782





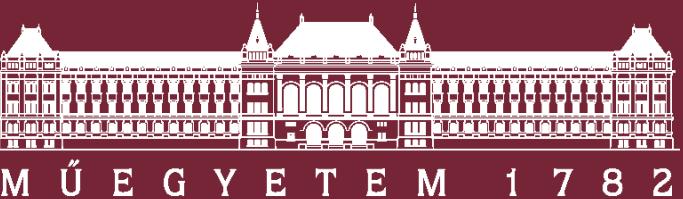
Office of International Education staff in the

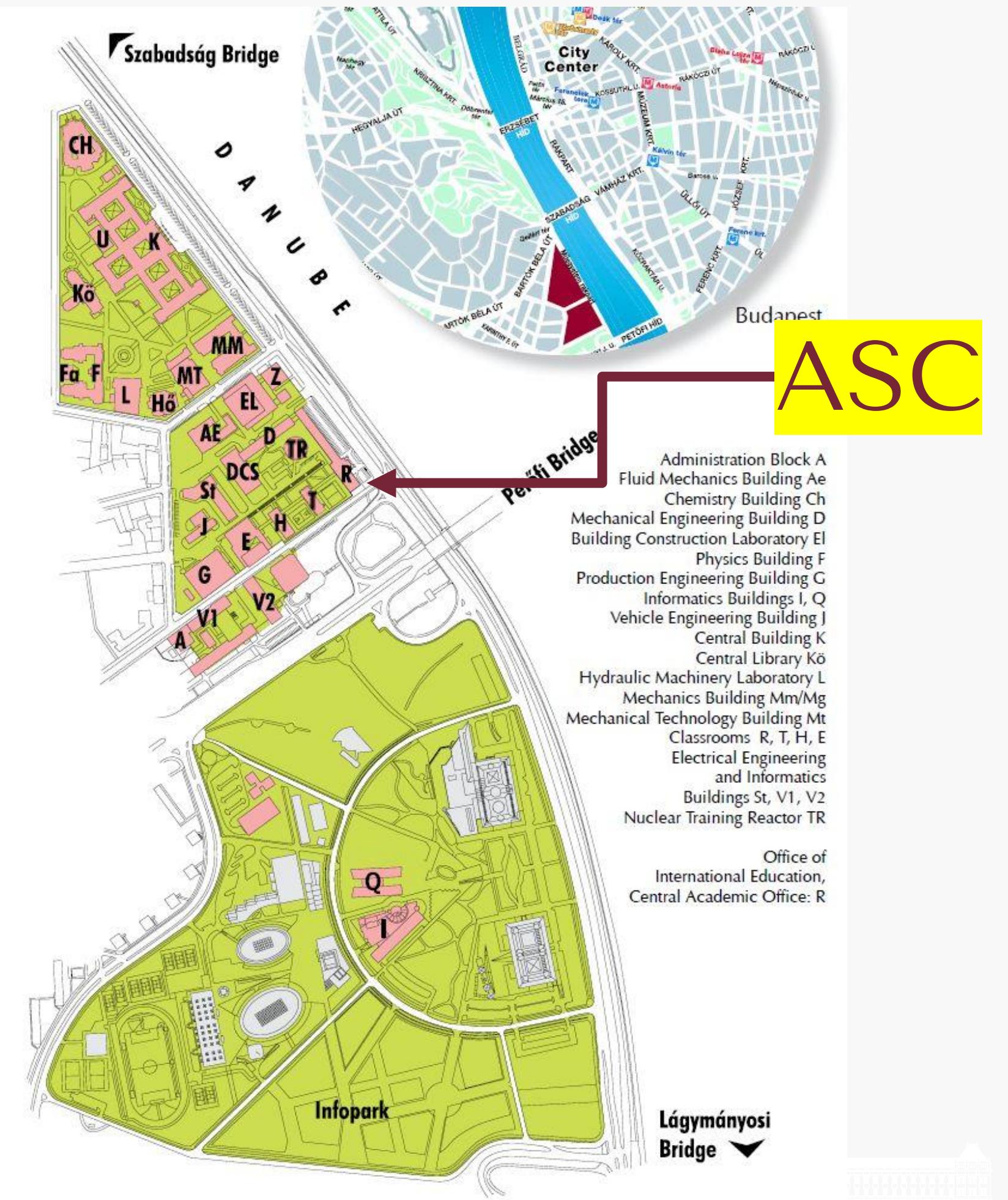


**BME-Academic Services  
Centre  
(BME-ASC)**

**former BME- Central Academic Office (BME-CAO)**

Budapest University of Technology and Economics, BME since 1782





# How to get in touch with us?



**In-person:** H-1111 Budapest Műegyetem rkp 7-9 . R. building Ground floor

Opening hours: <https://kth.bme.hu/en/opening-hours/>



Phone number: +36 1 463 4242



E-mail: [kth-info@bme.hu](mailto:kth-info@bme.hu)

For Tempus Public Foundation Scholarship Holders:

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

For Hungary Helps Agency Scholarship holders:

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



M Ú E G Y E T E M 1 7 8 2



- If you need help or have a question, do not hesitate to contact your coordinator/us! Programme Coordinators for BSC/MSC/OTM students

[\(https://kth.bme.hu/en/about-the-academic-services-centre/colleagues/\)](https://kth.bme.hu/en/about-the-academic-services-centre/colleagues/)

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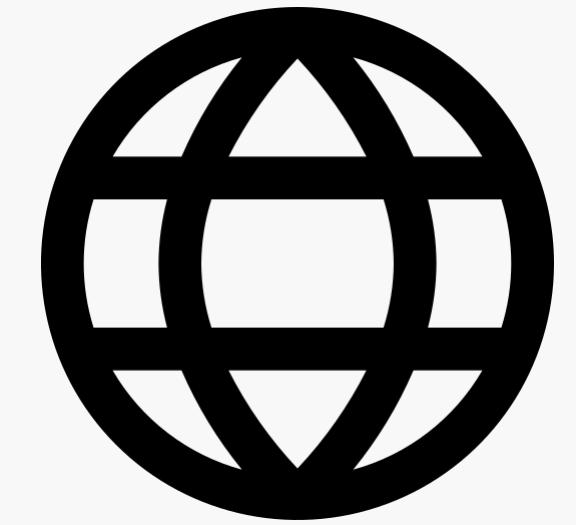
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## Internet and computer use at BME

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

# SCHOLARSHIP HOLDERS



- → Scholarship Programme for Christian Young People
- **Tempus Public Foundation**
- → Stipendium Hungaricum Scholarship
- → Stipendium Sports Scholarship Programmes
- → Diaspora Scholarship
- → Student at Risk
- **Hungary Helps Agency**
- <https://kth.bme.hu/en/for-applicants/scholarship-holder-students/>

# Regulations to read and follow

- SH Operational Regulations
- SH Implementation Guides
- SCYP Operational Regulations
- BME Rules <https://kth.bme.hu/en/for-students/rules-and-regulations/>
- -→BME Code of Studies

## Organizations

- obligation to provide information towards the organization as well (data changes, problems, other issues)

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

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

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



# IMPORTANT

- **RESIDENCE PERMIT**

National Directorate-General for Aliens Policing offices and/or enterhungary (<https://enterhungary.gov.hu/eh/>) , picking up at CAO  
Renew: 90-30 days before expiring (01/07/2025 rule)

- **TAJ CARD/Private insurance**

BME Mentor Team (<https://www.imt.bme.hu/taj/>) or NEAK-Metropolitan or County Government Offices, or Groupama Private Health Insurance  
<https://eszi.bme.hu/en/sh/> (if you do it yourself, don't forget to present the decision and the social security card at CAO- also at renewal!)

- **Groupama Private Healthcare Insurance**

until you receive your TAJ Card [medicalhelp@m365.bme.hu](mailto:medicalhelp@m365.bme.hu) BME K. building I.floor 76./ Monday and Wednesday 9-13./

- **BANK ACCOUNT**

The monthly stipend can be transferred to any Hungarian bank account. (eg. Erste Bank, OTP Bank, Raiffeisen Bank, Unicredit Bank, MBH Bank, CIB Bank, K&H Bank, Gránitbank...)

- **TAX ID**

Hungarian Tax office issue the TAX ID, the Mentor Team can help you. <https://www.imt.bme.hu/tax/>



# Neptun (Electronic administration system)

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Neptun Guide <https://kth.bme.hu/en/for-students/about-neptun/neptun-guides/>

Neptun requests <https://kth.bme.hu/en/for-students/about-neptun/neptun-requests/>

**100 Online registration:** This request is for every new student at the beginning of studies in order to complete the enrolment.

**018 Request to register for subjects / to drop subjects:** It is available each term and until the end of the registration week it is free, after that you have to pay 5500 HUF/ course through your Neptun account. For more details, please read our instruction among [Neptun guides](#).

**066 Request for student ID certificate**

After you had a NEK Datasheet and ordered your Student ID: <https://kth.bme.hu/page/294> you can ask for a temporary Student ID.



# Most important certificates

**I. In-person** at Academic Services Centre (ASC) signed-stamped docs

**II. 027 Neptun request** –digitally signed documents

**Student Status Certificate** (08/09/2025 first day of classes, after the registration period)

**Transcript of Records** („Students may receive one register extract free of charge for each training in each term, containing the results of the **last closed term** (term transcript and proof of credit recognition”).

# Enrolment in person

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Today right after the presentation or during opening hours until 4 September, 2025 (building R, ground floor, main hall).

Necessary documents:

- **valid passport and its photocopy,**
- **enrolment form** (already signed and attached to 100 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** only for MSC student (and official English translation if the original document is not in English)
- **Scholarship Agreement** usually **in 2 copies** Hungarian+English(+ datasheet) but for SCYP students we need **in 3 copies** without datasheet.
- **(For minors a parental statement.** (we sent 2 documents via Neptun system)

# Subject/course registration in Neptun

First step: check your subjects—registered subjects in the Neptun system

- Under *Subjects/Register for subjects*
- Terms: **2025/26/1**
- 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!)

Please read more information: <https://kth.bme.hu/en/news/2318/>  
<https://kth.bme.hu/en/news/2317-registration-and-enrolment-for-the-20252026-fall-semester>

Preliminary subject registration	<b>27.08.2025.</b> 18:00 (Hungarian time) - <b>31.08.2025.</b> 11:59 (Hungarian time)
Final subject registration	<b>01.09.2025.</b> 18:00 (Hungarian time) - <b>04.09.2025.</b> 23:59 (Hungarian time)

018 Request to register for subjects / to drop subjects	01.09.2025	08.12.2025	5.500 HUF/course after the subject registration period
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# Extra fees for special instances



Instances	Fees
term registration in Neptun after 4 September, 2025 (paid in advance)	5.500 HUF
late subject registration/cancellation after 4 September (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/sticker	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 in HUF (no cash payment at ASC). Please read technical details and other fees [here](#).



# Academic Calendar

<https://kth.bme.hu/en/for-students/academic-calendar/>

## FALL TERM OF ACADEMIC YEAR 2025/2026

In person registration at Central Academic Office	1 September 2025 – 4 September 2025
First Day of Classes	8 September 2025
BME Sport Day	16 September 2025
Working day (with odd week Friday schedule)	18 October 2025
National Holiday (day off)	23 October 2025 – 24 October 2025
All Saints' Day	1 November 2025
BME Students' Scientific Conference	19 November 2025
BME Open Day for highschool students	28 November 2025
Last Day of Classes	12 December 2025
Week of repeats	15 December 2025 – 19 December 2025
Winter holiday	22 December 2025 – 2 January 2026
Christmas	25 December 2025 – 26 December 2025
Exam period	5 January 2026 – 30 January 2026



# Changing Host institutions or/and Study Programme or/and Language

## E033 NEPTUN Request

- Possible in the first year of your studies (you will get more information in Neptun messages)
- The request will be available in the Spring term between mid March – mid April, in the Fall term between mid October – mid November
- Stipendium Hungaricum: [https://stipendiumhungaricum.hu/documents/stipendium\\_hungaricum/OR/SH\\_OR.pdf](https://stipendiumhungaricum.hu/documents/stipendium_hungaricum/OR/SH_OR.pdf) page 90.
- SCYP: <https://storage.googleapis.com/hungary-helps-cdn/Annex%205%20Operational%20Regulations.pdf> page 15.



# Extension/E009 Request

- Try to finish your Study Programme in time! The rules are getting stricter.
- Possible in the last term, max. 2 times
- **The extension does not overwrite the minimum 36 credit rule!**
- The request will be available in the Spring term between mid March – mid April, in the Fall term between mid October – mid November
  
- **Stipendium Hungaricum**
- [https://stipendiumhungaricum.hu/documents/stipendium\\_hungaricum/OR/SH\\_OR.pdf](https://stipendiumhungaricum.hu/documents/stipendium_hungaricum/OR/SH_OR.pdf) page 13-14.
  
- **SCYP**
- <https://hungaryhelps.gov.hu/en/programs/scholarship/subprograms/apply> -->Operational Regulations page 12.



# 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).
- Stipendium Hungaricum: The scholarship holder does not fulfil his/her reporting obligations (obligatory survey) to the Public Foundation at the end of the academic years.

If you have not received it, even though you should have, please let us know.

# 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,
- 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



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 (fall and spring term, altogether 36 credit!) 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 **accredited subjects** from previous university studies **will not be counted** to the required minimum 36 credits.
- 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



## Dismissal of Student Status

### Extract from the **BME Code of Studies**:

A student can be dismissed for the following academic reasons:

- if they fail to register their student status three times in a row;
- if they reach the maximum number of passive semesters permitted.

The period of continuous passive student status cannot exceed two semesters.

Throughout one training programme, the total number of passive semesters cannot exceed four terms in BSc and MSc programmes, and six terms in single-cycle MSc programmes.

The Faculty Study Committee can grant permission to extend the number of passive semesters in justified cases.

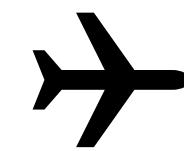
- if they fail to obtain the Leaving Certificate in a number of active semesters greater than twice the nominal duration of the programme.
- If they fail to achieve a cumulative grade point average of 2.25 on a BSc programme or in single-cycle training by the end of the fourth active term after enrolment.
- if they fail to achieve a cumulative grade point average of 2.50 on an MSc programme by the end of the second active term after enrolment; or
- if they fail to obtain 20 credits during the last three active semesters of their studies. Recognised/accredited credits do not count. This rule does not apply to students who have already obtained 80% of the credits required for the Leaving Certificate.

Thank you for your kind attention!  
2025/2026



Budapest University of Technology and Economics, BME

Let's start working together to achieve your dreams!



## Passport + COPY of Passport



Enrolment form



2 copies Enrolment form /sign in blue ink pen

Undersigned enrolls to the fall term of the academic year of 2025/26 at the Budapest University of Technology and Economics (BME) (institution ID: FI23344), taking effect on 01.09.2025

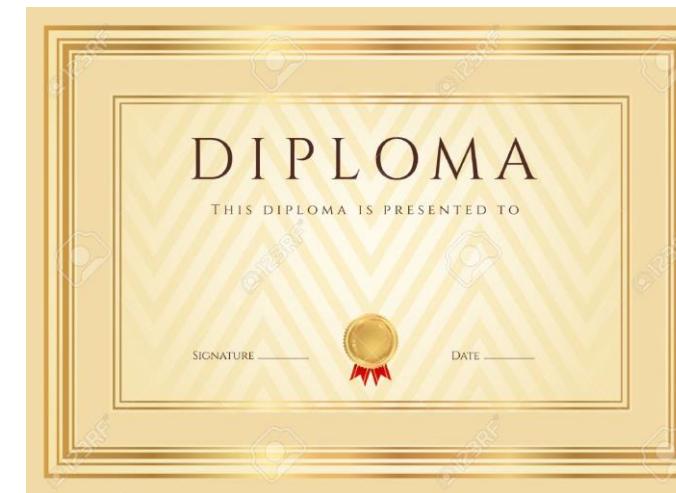
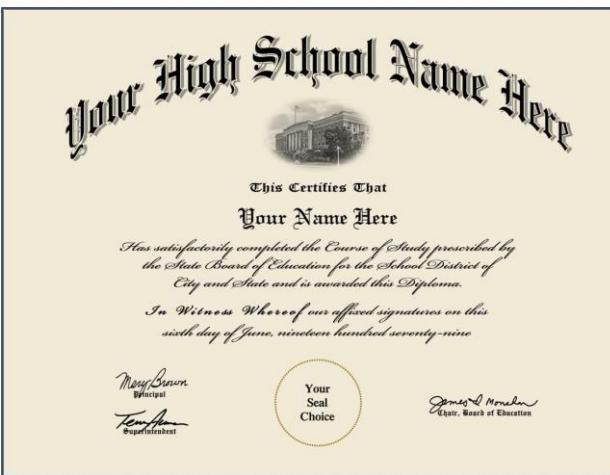


Stipendium Hungaricum  
Ösztöndíjszerződés



amely létrejött egyrészről a  
Budapesti Műszaki és Gazdaság tudományi Egyetem  
székhely: 1111 Budapest, Műegyetem rakpart 3.  
számlaszám: 117840092248790  
adószám: 19410768-4-43  
OM azonosító: FI23344  
a továbbiakban: fogadó intézmény.

2 copies scholarship Agreement (with datasheet?)  
Stipendium Hungaricum + SH Sport, Diaspora,  
Christian Young People



High School Diploma (BSC)/ Diploma (MSC)  
original+copy  
in English/official translation!!!!



English Language Certificate for MSC Student/  
Parental docs (2) for minors