

# WELCOME TO BME!

BME ACADEMIC SERVICES CENTRE (ASC)





# Campus

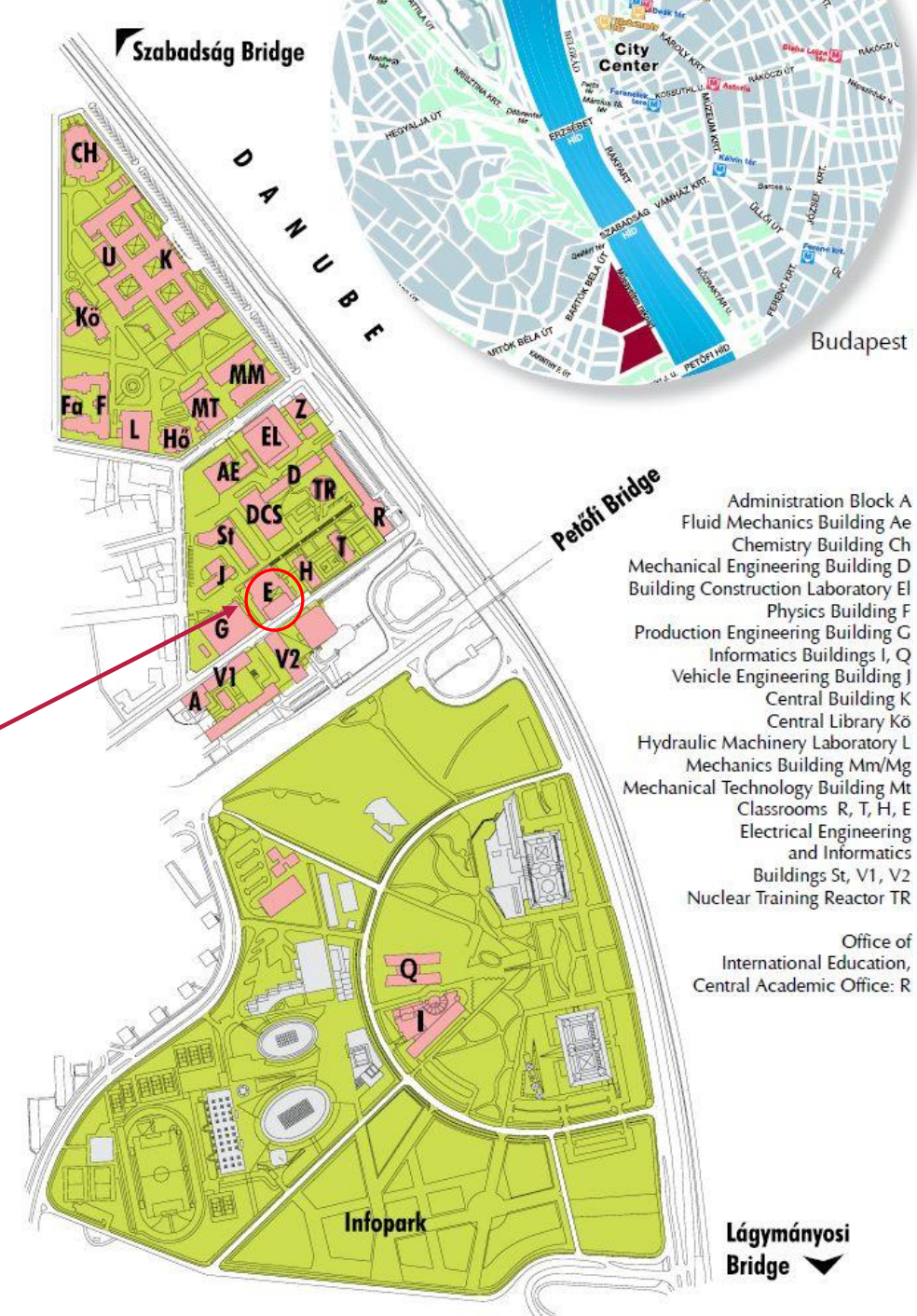
<https://www.bme.hu/en/campusmap>

Building R – Academic Services Centre  
(ex-Central Academic Office)

ASC (Academic Services Centre) –  
opening hours

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

We are here.



# CONTACTS



- General email: [kth-info@bme.hu](mailto:kth-info@bme.hu)

You can check your coordinator's name in Neptun:

- Studies / Training data / Administrator
- Email addresses: <https://www.kth.bme.hu/en/about-the-academic-services-centre/colleagues/>

- <https://telefon.bme.hu/index.php?unit&id=3687>



Budapesti Műszaki Egyetem 1782

Budapesti Műszaki Egyetem  
elektronikus telefonkönyv

**Keresés**

Mindenhol ▼

Ékezetek figyelembe vétele: ☐

Csak a mező elején keres: ☐

**Rendben**

**Tanulmányi Ügyvitel (Egyetem)**

R épület földszint  
1111 Budapest, Műgyeter  
**463-4242**  
[kth-info@bme.hu](mailto:kth-info@bme.hu)

A Tanulmányi Ügyvitel munkatársa:  
**Dr. Vaszari Judit**



## THE MOST IMPORTANT PERIODS AND DEADLINES

(Neptun ➔ Information ➔ Periods)

Period	Deadline
Registration period (setting your student status as active or passive for the 2025/26/1 semester in NEPTUN)	<b>01.06.2025.</b> and <b>04.09.2025.</b> 23:59 (Hungarian time)
Preliminary subject and course registration	<b>27.08.2025.</b> 18:00 (Hungarian time) <b>-31.08.2025.</b> 11:59 (Hungarian time)
Final subject and course registration	<b>01.09.2025.</b> 18:00 (Hungarian time) <b>-04.09.2025.</b> 23:59 (Hungarian time)
First day of classes	<b>08.09.2025</b>
Study period	<b>08.09.2025 - 12.12.2025</b>
The period of registering/dropping the comprehensive exams after the final period for registering subjects	<b>08.09.2025 - 30.11.2025</b>
Exam registration period	<b>09.12.2025.</b> 18:00 (Hungarian time) - <b>30.01.2026.</b> 23:59 (Hungarian time)
Catch-up week	<b>15.12.2025. - 19.12.2025.</b>
Examination Period	<b>05.01.2026. - 30.01.2026.</b>



# SUBJECT REGISTRATION

- Deadline: **04.09.2025. 23:59** (Hungarian time)
- Guide: [https://www.kth.bme.hu/document/2827/original/Registering\\_for\\_subjects\\_2023.pdf](https://www.kth.bme.hu/document/2827/original/Registering_for_subjects_2023.pdf)

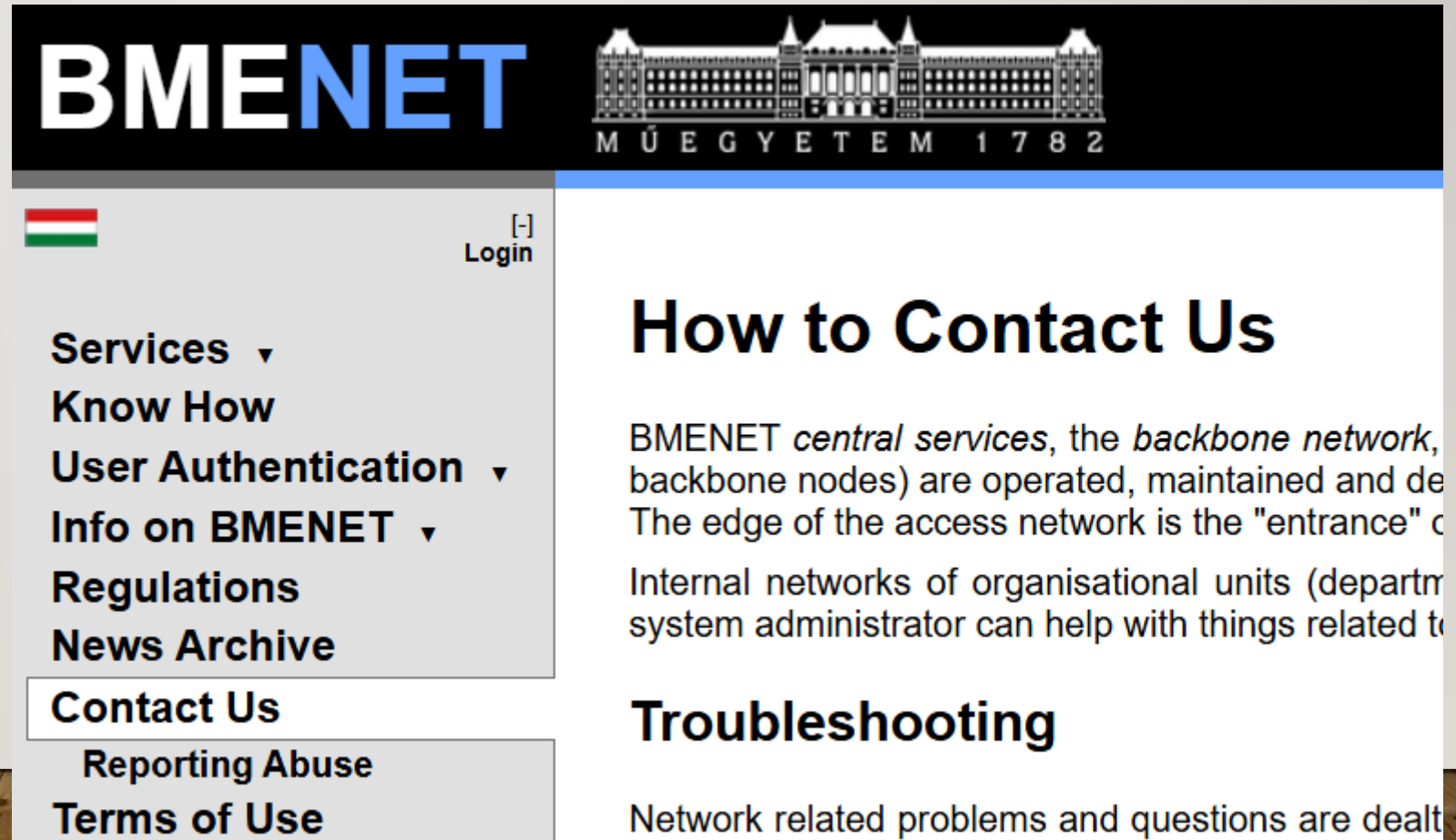

## After **04.09.2025...**

- 018 Request to register for subjects / to drop subjects
- Guide: [https://www.kth.bme.hu/document/2830/original/018\\_2023.pdf](https://www.kth.bme.hu/document/2830/original/018_2023.pdf)
- Extra fee! (5500HUF/15EUR)




# IT SUPPORT (OFFICE365, eduID)

- <https://net.bme.hu/contact/?lang=en>



The screenshot shows the BMENET website interface. At the top, the 'BMENET' logo is displayed in large blue and white letters, followed by a white silhouette of the BME building and the text 'M Ű E G Y E T E M 1 7 8 2'. Below this, a navigation menu on the left includes links for 'Services', 'Know How', 'User Authentication', 'Info on BMENET', 'Regulations', 'News Archive', 'Contact Us', 'Reporting Abuse', and 'Terms of Use'. A small Hungarian flag and a 'Login' button are also visible. The main content area features the heading 'How to Contact Us' and text explaining that BMENET central services, backbone network, and backbone nodes are operated, maintained, and developed. It also mentions that the edge of the access network is the 'entrance' and that internal networks of organizational units (departments) can help with things related to the system administrator.

**BMENET** M Ű E G Y E T E M 1 7 8 2

 Login

**Services** ▾  
**Know How**  
**User Authentication** ▾  
**Info on BMENET** ▾  
**Regulations**  
**News Archive**

**Contact Us**  
Reporting Abuse  
Terms of Use

## How to Contact Us

BMENET *central services*, the *backbone network*, backbone nodes) are operated, maintained and developed. The edge of the access network is the "entrance" of the network.

Internal networks of organisational units (departments) can help with things related to the system administrator.

## Troubleshooting

Network related problems and questions are dealt with.



# STUDENT ID CARD

- <https://www.kth.bme.hu/en/for-students/faq/student-id-card/>
- Neptun under Administration/Student Card request/Add new

## HOW TO APPLY FOR THE STUDENT ID CARD

To apply for and receive student ID card is **free of charge** if you are a **student of active status** at any Hungarian higher education institution.

To submit your request **you need your NEK identifier** (NEK is for the Hungarian Unified Card System) which **can be obtained at the Governmental Offices** (Kormányhivatal in Hungarian) free of charge.

**Necessary documents for NEK application:** passport or ID and certificate about your address in Hungary. **IMPORTANT: the personal information** (*your name, your mother's maiden name, your birth place*) **have to be exactly the same as in Neptun.** Any difference can cause administration problem which could delay the manufacturing of your permanent Student ID Card.

Your **NEK datasheet** is valid for 5 years and can be used for other applications (if it has been lost then it can be replaced free of charge).

New NEK application is necessary if any of your personal data has been changed or your photo or your signature is expired.



# STUDENT ID CERTIFICATE (TEMPORARY STUDENT ID)

- If you have already applied for your student ID card then 066 Request for student ID certificate can be submitted in Neptun.
- Please note that the temporary student ID certificate is valid for only 60 days but it can be applied for again.

## STUDENT STATUS CERTIFICATE

Conditions:

- Accepted 100 Enrolment request
- No earlier than 8 September 2025





# Where – What – From whom?

## Academic Services Centre (ASC)

- Neptun
- Requests
- Certificates

## Dean's Office

- Decisions
- Academic issues
- Curriculumms
- Moddle

## Departments

- Academic issues
- Curriculumms
- Moddle



# REQUESTS

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

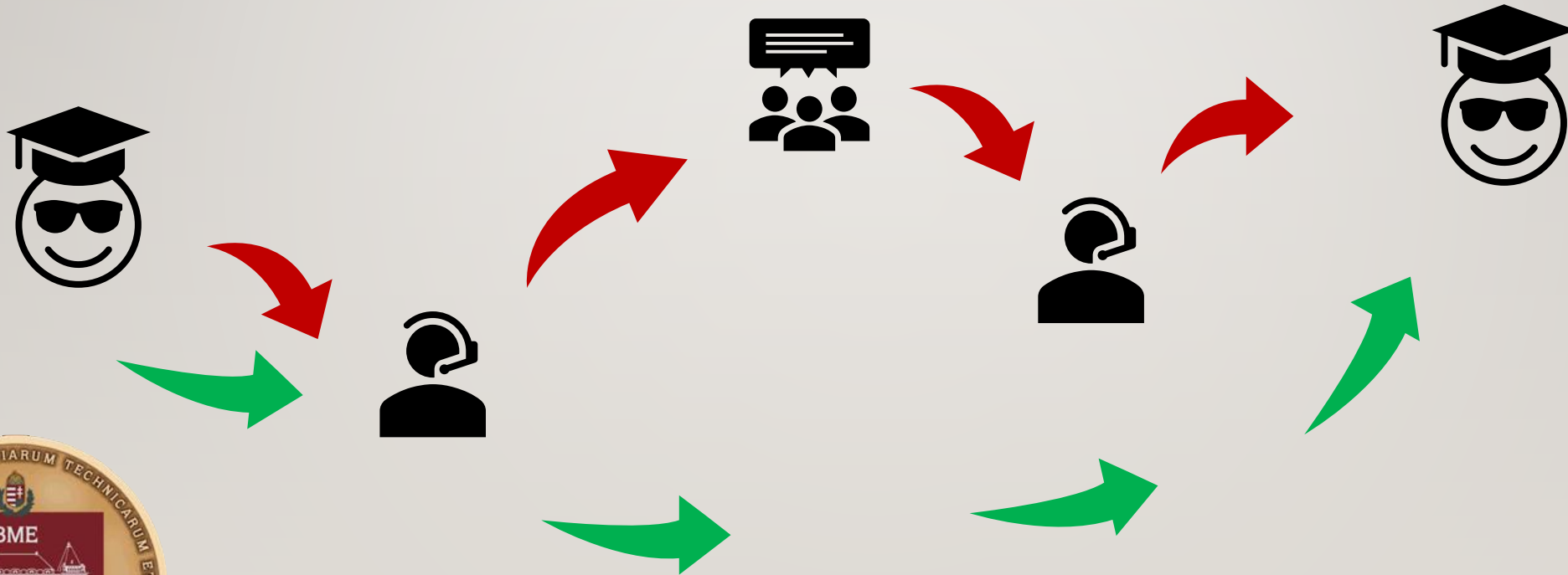
There are two groups of requests.

- Require the decision of the Faculty Study Committee (FSC).  
For example: 002 (Request for equity (Faculty Chance))
- Certificates, that can be issued without the decision of the FSC.  
For example: student status certificate via 027 Request for certificate



# JOURNEY OF THE REQUEST

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Code of Studies (CoS)!

# LOSING STUDENT STATUS



## 19. Termination of the student's legal status

### Section 63 <sup>141</sup>[Termination of student's legal status]

- (1) The student's legal status will terminate in a particular programme if the student
- a) completes the required studies and obtains a leaving certificate (absolutorium) or a degree certificate [*termination of legal relationship on the completion of studies*],
  - b) does not achieve satisfactory academic results [*dismissal for academic reasons*],
  - c) so requests [*dismissal at own request*],
  - d) is transferred to another institution of higher education or programme [*dismissal by reason of transfer*],
  - e) fails to comply with the registration obligation [*dismissal by reason of non-registration*],
  - f) exceeds the maximum number of passive terms permitted [*dismissal by reason of exceeding number of passive terms*],
  - g) has an overdue payment obligation [*dismissal by reason of payment arrears*],
  - h) no longer fulfils a condition required by law for establishing a student's legal status [*dismissal by reason of discontinuation of a condition required for establishing a legal relationship*],
  - i) commits a disciplinary offence [*disciplinary dismissal*] or
  - j) die [*termination of legal relationship by reason of death*]
- (2) The student's data controller notifies the student of the termination of the student's legal status in the SAS with the exception of point j) of subsection (1).

## Code of Studies (CoS)!

# LOSING STUDENT STATUS



1. 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,
2. cumulative grade point average on a bachelor training program or in single-cycle training does not reach the value of **2.25** at the end of the fourth active term after enrolment,
3. cumulative grade point average on a master training program does not reach the value of **2.50** at the end of the second active term after enrolment,
4. been unable to collect **at least 20 credits** during the last 3 active terms,
5. miss the **term registration 3 consecutive times**,
6. reach 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),
7. etc.

<https://www.kth.bme.hu/en/for-students/faq/finances/>

## EXTRA FEES

Instances	Fees
Late enrolment in Neptun	5 500 HUF
Late activation of a term	5 500 HUF
Late registration/dropping of a subject	5 500 HUF
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
Late submission of home assignment	2 500 HUF/assignment
Overdue submission of their work plan	5 500 HUF/work plan
Repeated resitting of a test	4 500 HUF/resitting
Unverified absence from an examination	5 500 HUF/absence
3 <sup>rd</sup> and further exam in the same subject	4 500 HUF/exam
Overdue provision of any required data	1 000 HUF/data
Late payment of a fee	1 400 HUF





# THANK YOU FOR YOUR KIND ATTENTION!

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Next:  
In-person enrolment!



# IN-PERSON ENROLMENT

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- Enrolment form (2 copies)
- passport + its copy
- Study contract (2 copies)
- original + 1 copy of your High school diploma+translation (if it's not in English)/University diploma+translation (if it's not in English)
- English language certificate (Msc students only!)

