



WELCOME TO BME!

BME ACADEMIC SERVICES CENTRE (ASC)



Campus

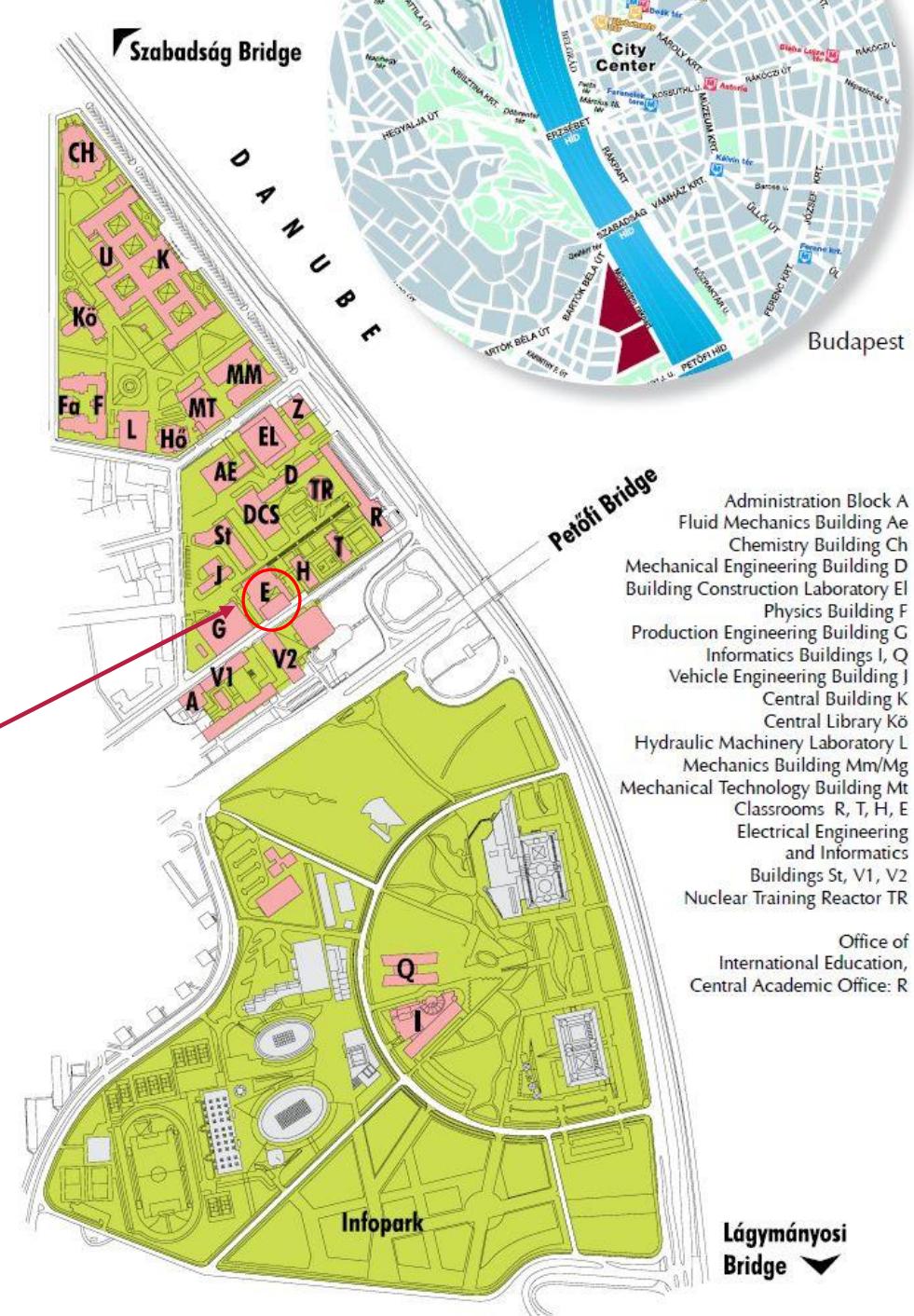
<https://www.bme.hu/en/campusmap>

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.



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

Lágymányosi
Bridge

CONTACTS



- General email: 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
elektronikus telefonk

M Ú E G Y E T E M 1 7 8 2

Keresés

Mindenhol

Ékezetek figyelembe vétele:

Csak a mező elején keres:

Rendben

Tanulmányi Ügyvitel (Egye

R épület földszint

1111 Budapest, Müegyeter

463-4242

kth-info@bme.hu

A Tanulmányi Ügyvitel munk

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)	01.06.2025. and 04.09.2025. 23:59 (Hungarian time)
Preliminary subject and course registration	27.08.2025. 18:00 (Hungarian time) -31.08.2025. 11:59 (Hungarian time)
Final subject and course registration	01.09.2025. 18:00 (Hungarian time) -04.09.2025. 23:59 (Hungarian time)
First day of classes	08.09.2025
Study period	08.09.2025 - 12.12.2025
The period of registering/dropping the comprehensive exams after the final period for registering subjects	08.09.2025 - 30.11.2025
Exam registration period	09.12.2025. 18:00 (Hungarian time) - 30.01.2026. 23:59 (Hungarian time)
Catch-up week	15.12.2025. - 19.12.2025.
Examination Period	05.01.2026. - 30.01.2026.



SUBJECT REGISTRATION

- Deadline: **04.09.2025. 23:59** (Hungarian time)
- Guide: https://www.kth.bme.hu/document/2827/original/Registering_for_subjects_2023.pdf

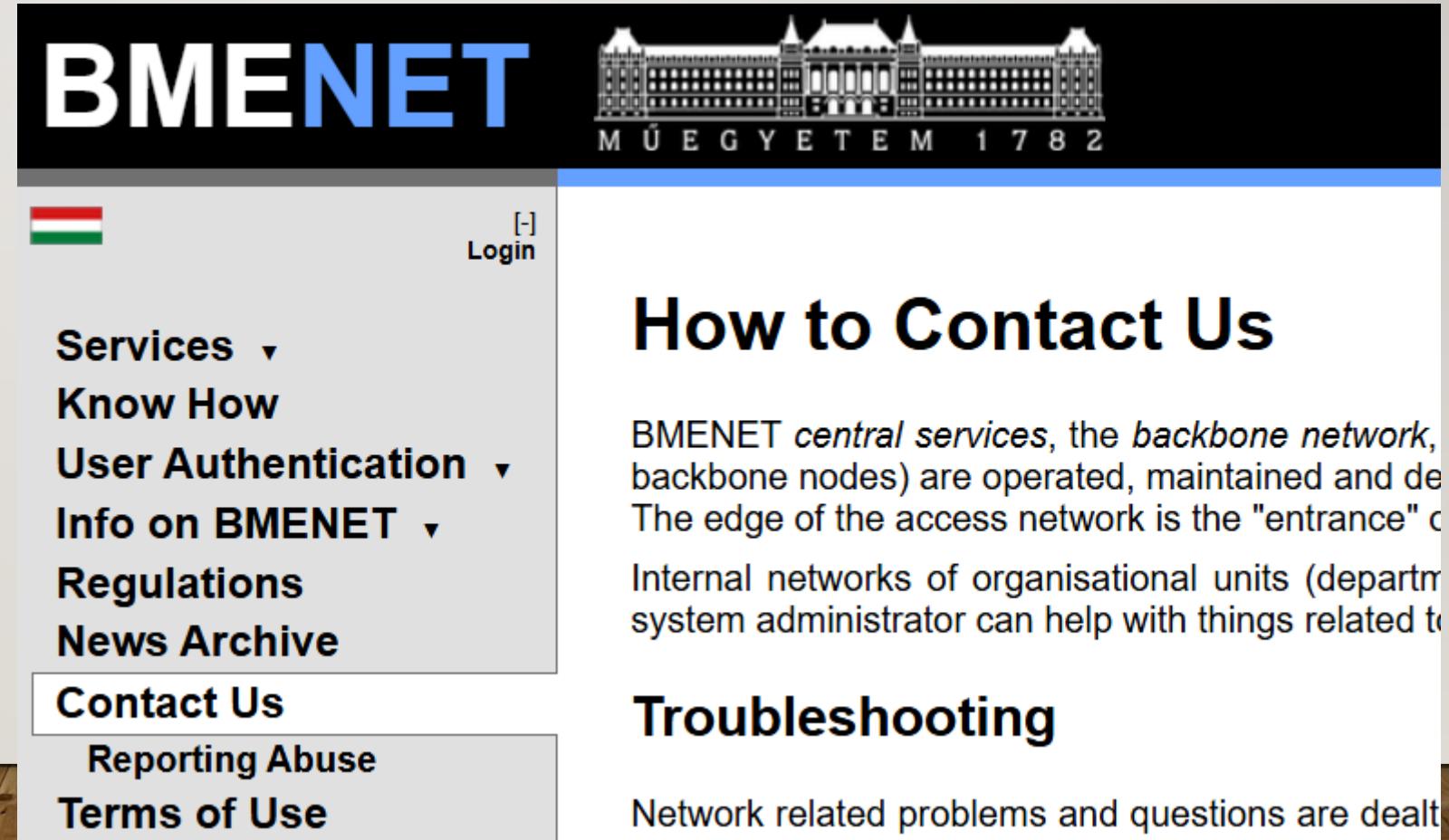
After **04.09.2025...**

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



IT SUPPORT (OFFICE365, edulID)

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



The screenshot shows the BMENET website. At the top, there is a black header with the text "BMENET" in large white and blue letters. To the right of the text is a black and white illustration of a large, ornate building with the text "M Ú E G Y E T E M 1 7 8 2" below it. Below the header, there is a navigation menu with links to "Services", "Know How", "User Authentication", "Info on BMENET", "Regulations", and "News Archive". There is also a "Contact Us" link, which is highlighted in a white box. To the right of the menu, there is a "Login" button with a dropdown arrow. On the far left, there is a circular logo for BME (Budapest University of Technology and Economics) with the text "BME" and "1782" in the center, and the university's name in Latin and Hungarian around the border. The main content area features a large heading "How to Contact Us" and some descriptive text about the network's structure and support options.

How to Contact Us

BMENET *central services*, the *backbone network*, backbone nodes) are operated, maintained and de The edge of the access network is the "entrance" c Internal networks of organisational units (departm system administrator can help with things related to

Troubleshooting

Network related problems and questions are dealt



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
- Curriculums
- Moddle

Departments

- Academic issues
- Curriculums
- Moddle



REQUESTS

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).

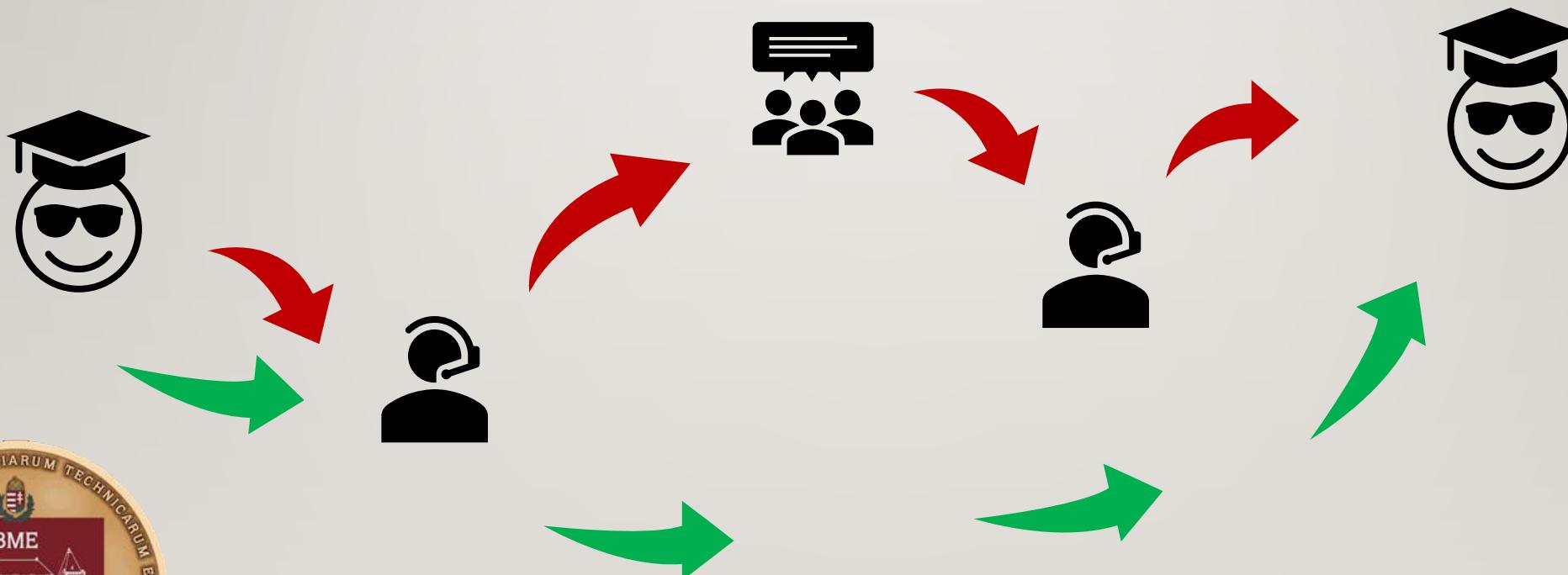
For example: 002 (Request for equity (Faculty Chance)

- 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



LOSING STUDENT STATUS



19. Termination of the student's legal status

Section 63¹⁴¹ [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 rd 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!

Next:
In-person enrolment!



IN-PERSON ENROLMENT

- 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!)

