



Welcome to BME

We wish you an amazing Spring semester 😊

# Contact 1

Main contact: Ms Bianka Toplak  
program coordinator  
Department: Academic Services Centre (ASC)  
Email: [incoming@bme.hu](mailto:incoming@bme.hu)

General and practical questions regarding your mobility.

## Contact 2

All Neptun requests are handled by all together 13 coordinators in the Academic Services Centre (ASC).

✓ You can check your coordinator's name in Neptun:

**Studies – Training data – Administrator**

✓ You can check your coordinator's email:

<https://www.kth.bme.hu/en/about-the-academic-services-centre/colleagues/>

## Contact 3

You can visit the [Academic Services Centre](#) during [opening hours](#) regarding the following issues.

- Personal enrolment
- Arrival certificate
- Student ID certificate
- Student status certificate
- Departure certificate
- Transcript

## Contact 4

You can contact the Faculty Coordinators regarding academic issues.

Their [availability](#) can be checked on the website.

# Campus buildings

All BME buildings are in this area and the online [Campus map](#) can help you locating your class.

On the map you can see BME KTH (Központi Tanulmányi Hivatal) which is the former Hungarian name of the Academic Services Centre (ASC).

# Things to do after the personal registration 1.

- You can ask for an [Arrival Certificate](#)  
(the date is the date of your personal enrolment)
  - ✓ in person during [office hours](#)
  - ✓ in [Neptun](#)
- You can submit a [066 Request](#) for a [student ID certificate](#)  
(only from 16 February)
  - ✓ the [certificate](#) is **valid for 60 days**
  - ✓ DO NOT use a [student transportation pass](#) without a valid certificate

# Things to do after the personal registration 2.

- [Course registration](#) – open until midnight on 22 February
- [018 Request to register for subjects / to drop subjects](#)
  - ✓ **Open:** 9 February (18.00) – 25 May (midnight)
  - ✓ **When to submit**
    - The course is full, even in the course registration period
    - After the course registration period if you don't like a course or you forgot to register on a course
  - ✓ **NOTE:** the faculty has the right to deny your request

# Learning Agreement

- There is no deadline for submission on our end, but you must submit the final Learning Agreement at the end of your studies in order to get a Transcript.
- You must change your LA if your registered subjects differ from the subjects in your signed LA.
- Once you feel confident that your schedule is settled and won't change anymore, you can go ahead and update your Learning Agreement.

# How to check the course requirement 1

Courses at BME can end with either a 'mid-term mark' or an 'exam'.

- a) **Mid-term mark:** a grade is received at the end of the study period based on work completed throughout the study period (homework, projects, teamwork etc.)
- b) **Exam:** the course ends with an exam taken during the exam period

## How to check the course requirement 2

1. You can check the requirements when registering for the course.
2. You can check the requirements of your registered courses:  
**Studies - Gradebook - choose term 2025/26/2 - click on List**

# Departure Certificate

You can ask for a [Departure Certificate](#)

- ✓ in person during [office hours](#)
- ✓ in [Neptun](#)

**Departure date = the last day of your mobility**

**Your mobility ends on 3 July 2026. You can request a departure certificate on or after this date. However, if you request it at any time before this date then, the issue date of the document will be your departure date.**

# Transcript 1

You can get the **Transcript ONLY IF** all the followings are fulfilled.

1. You must **submit the final Learning Agreement signed by all parties (student, sending university, BME) through a [040 Presentation of document](#) request after 25 May 2026.**
2. **The subjects in the LA must 100% match the subjects in Neptun.**
3. **Once the 040 request is approved and your Learning Agreement is accepted by BME, you can do the followings, but not before.**

# Transcript 2

You can ask for the Transcript through a [027 Request for a certificate](#) **BUT ONLY IF**

- ✓ all your grades are registered in Neptun
- ✓ you do not have any debts towards the university

**You will get the document through Neptun.**

If you do not fulfil the above-mentioned requirements, your request will be rejected.

**The Learning Agreement part of this rule only applies to students coming from universities that are part of the Erasmus program and must have a signed Learning Agreement.**

# Finances

- registering/dropping a course via a 018 request
  - ✓ 9 February – 25 May 2026
- late submission of the 100 enrolment form
  - ✓ 12 February – 15 March 2026
- late submission of home assignment
- repeated resitting of a test
- unverified absence from an examination
- 3<sup>rd</sup> and further exam in the same subject
- late payment of an inflicted fee



Thank you for your patience and attention 😊