



**WELCOME TO BME!**

**BME ACADEMIC SERVICES CENTRE (ASC)**

# IN-PERSON ENROLMENT

Neptun code:

## Declaration

I, the undersigned,

.....(your name), that original copies of my qualifications are mandatory for enrolment and must be presented at the BME Academic Services Centre by **16 August 2026** at the latest. I acknowledge that I will be dismissed without any further notice if I fail to present the documents by the deadline.

Moreover, I acknowledge that the documents will be checked again by my coordinator, who may contact me if any issues arise.

Enrolment form (2)	passport	Study contract (2)	diploma	language certificate
✓      ✗	✓      ✗	✓      ✗	✓      ✗	✓      ✗

Budapest,

.....

BME-ASC

.....

Student



# Campus

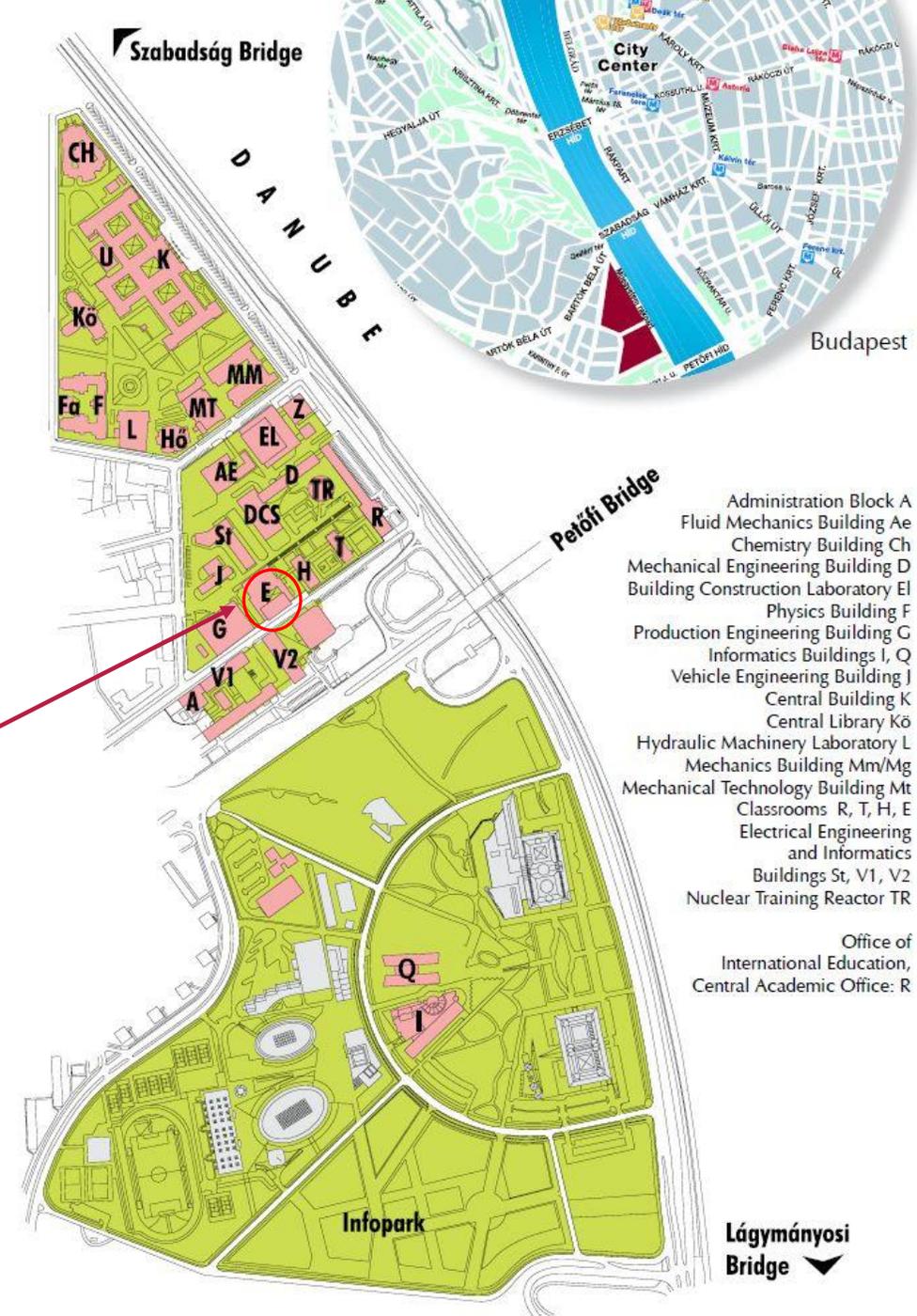
<https://www.bme.hu/en/campusmap>

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**  
elektronikus telefonk

M Ű 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, Műgyeter

**463-4242**

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

A Tanulmányi Ügyvitel munk

**Dr. Vaszari Judit**

## THE MOST IMPORTANT PERIODS AND DEADLINES

(Neptun → Information → Periods)

Period/task	Deadline
! Semester registration (selection of active or passive status in NEPTUN)	from 15.11.2025 to <b>12.02.2026 (Thursday midnight!)</b>
Preliminary period of subject and course registration	from 05.02.2026 to 08.02.2026
! Final period of subject and course registration	from 09.02.2026 to <b>12.02.2026</b>
Study period	from 16.02.2026 to 29.05.2026
First day of classes	on 16.02.2026
Exam registration start	from 27.05.2026 to 03.07.2026
Repeat period/delayed submission of homework Week of repeats	from 01 to 05.06.2026
Exam period	from 08.06.2026 to 03.07.2026



# SUBJECT REGISTRATION

- Deadline: **12.02.2026. 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 **12.02.2026...**

- 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)



**Registered subjects**

- Taken courses
- Register for subject
- Tasks
- Offered grades
- Approve grades

Registered subjects



Filters

Terms: 2025/26/2 (current term)

Terms:

2025/26/2 (current term)

List

Actions: Add to favourites Statement about registered subjects

Subject

Subject code	Subject name
BMEVIAUPRE1	<a href="#">Algorithmic Thinking, Basics of Programming</a>
BMEGT60LNGKA02-01	<a href="#">English for Pre-Engineering 2.</a>
BMEGETOR104	<a href="#">Geometry 1</a>
	<a href="#">Electricity</a>
	<a href="#">Mechanics</a>
	<a href="#">Algebra 1</a>
	<a href="#">Digital Competencies</a>

7/7 (1537 ms)

Registered subjects



Filters

Terms: Please choose!

Terms:

Please choose!

Please choose!

2025/26/2 (current term)

Actions: Add to favourites Statement about registered subjects

# IT SUPPORT (OFFICE365, eduID)

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



BMENET

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[-]  
 Login

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**News Archive**

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Reporting Abuse

**Terms of Use**

## 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 I00 Enrolment request
- No earlier than 16 February 2026



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!

