



WELCOME TO BME!

BME ACADEMIC SERVICES CENTRE (ASC)

PROGRAM

- **If you feel unwell, please feel free to go outside for some fresh air, even during the presentation.**
- International Mentor Team
- Erste Bank
- BME ASC



IMPORTANT!

Only students who have all the required original and copy documents can complete in-person enrolment this time. Unfortunately, printing or making copies is not an option at this location.

- The closest printing shops are:
- CopyGuru Budafoki: 1111 Budapest, Budafoki út 14. – opens at 9 am
- Minicopy Budafoki: 1111 Budapest, Budafoki út 41/B – opens at 8 am



IN-PERSON ENROLMENT

2026. 09. 03.

Neptun code:

Declaration

I, the undersigned,

.....(your name), that original documents are mandatory for enrolment and must be presented at the BME Academic Services Centre at the latest. I acknowledge that I will be dismissed without any further notice if I fail to do so by the deadline.

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

Please note that you must present both the original document and a copy of it. For the Study contract/Scholarship agreement, you must present two copies of each.

IMPORTANT: Your enrolment will only be completed if you submit the 100 Enrolment form, then visit the Academic Services Centre in person with the aforementioned documents (see the ASC website.)

A copy of this declaration will be uploaded to the student's Neptun account to serve as proof of presentation.

Documents	Missing document(s) or '✓' if everything okay
Enrolment form in 2 copies	
Passport (original+ 1 copy)	
Study contract in 2 copies	
Scholarship agreement in 2 copies	
High school diploma for BSc/pre-engineering students	
BSc diploma for MSc students	
Language certificate for MSc students	



Campus

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

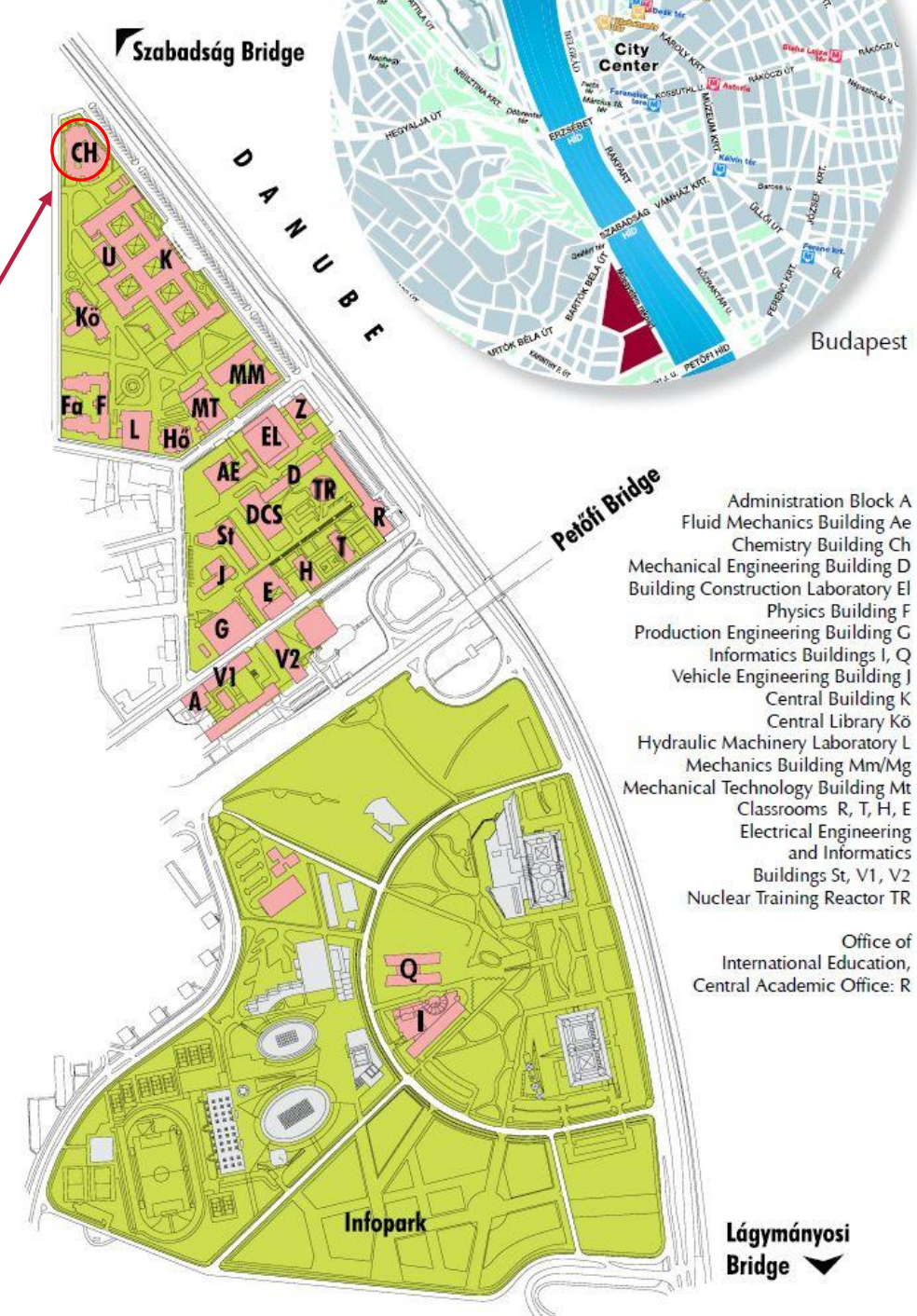
Building R – Academic Services Centre
(ex-Central Academic Office)
H-1111 Budapest Műegyetem rkp 7-9 .
Building R. Ground floor

ASC (Academic Services Centre) –
opening hours

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



We are here.



CONTACTS



- General email: kth-info@bme.hu
- You have an academic coordinator who manages your requests and academic matters during your studies. You can find their name in Neptun under 'Menu ➔ **Studies** ➔ Registry record ➔ **Training data** ➔ **Additional information**'.

You can check your coordinator's name in Neptun:

- Email addresses: <https://www.kth.bme.hu/en/about-the-academic-services-centre/colleagues/>
- <https://telefon.bme.hu/index.php?unit&id=3687>



CONTACTS

- For Tempus Public Foundation Scholarship Holders: sh-cao@bme.hu
(requests)
- BME SH institutional coordinator: international@bme.hu
(SH related issues)

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

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



THE MOST IMPORTANT PERIODS AND DEADLINES

(Neptun ➔ Information ➔ Periods)

Period	Deadline
! Registration period (setting your student status as active or passive for the 2026/27/1 semester in NEPTUN)	01.06.2026. - 03.09.2026.
Preliminary subject registration	from 18:00 (Hungarian time) on 26.08.2026., to 11:59 (Hungarian time) on 30.08.2026.
! Final subject registration	from 18:00 (Hungarian time) on 31.08.2026., to 23:59 (Hungarian time) on 03.09.2026.
First day of classes	07.09.2026
Study period	from 07.09.2026 to 11.12.2026
Student status certificates and Stickers for student ID cards	from 07.09.2026. to 12.02.2027.
Exam registration period	from 08.12.2026. to 29.01.2027.
Retake period	from 14.12.2026. to 18.12.2026.
Exam period	from 04.01.2027. to 29.01.2027.



SUBJECT REGISTRATION

- Deadline: **03.09.2026. 23:59** (Hungarian time)

After **03.09.2026...**

- 018 Request to register for subjects / to drop subjects
- additional fee! (5500HUF/15EUR)







Menu

Register for subject

Favourites

>

Home

Calendar

Studies

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Subject

>

Exams

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Finances

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Administration

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Information

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EEN08GT

Friday 10:15-12:00

EHU19GT

Thursday 08:15-10:00

Subject main menu »

Register for subject

Registered subjects

Taken courses

Tasks

Offered grades

Subject related requests

Subject Recognition rules

2026. 09. 03.

Term
2026/27/1 (Current term)

Subject type
Subjects from curriculum

Subject code/name

Additional filters

Latest filter (a few seconds ago)

☐ Keep additional filters open

Delete filter

Search subject

Subject

ABC ascending

Legend

Academic Writing English C1

Optional • 3 credit • Mid-term mark • BMEGT60LNGA605-01 • Nyelvi tárgyak - szaknyelv 2025/26/1 félévtől

Accounting

Obligatory • 5 credit • Recommended term: 1 • Exam • BMEGT35M009

Take subject

Subject prerequisites

Subject details

Download syllabus

Lecture - Choosing a course is mandatory.

☐ EEN08GT
Friday 10:15-12:00

Lecture • Dr Tangl Anita, Dr. Böcskei Elvira • English • 66 persons / 250 limit • Details

Add to planner

☐ EHU19GT
Thursday 08:15-10:00

Lecture • Tóth Rita • Hungarian • 128 persons / 250 limit • Details

Add to planner

Practice - Choosing a course is mandatory.

☐ GEN08GT
Friday 12:15-14:00

Practice • Dr Tangl Anita, Dr. Böcskei Elvira • English • 68 persons / 250 limit • Details

Add to planner

☐ GHU19GT
Thursday 10:15-12:00

Practice • Tóth Rita • Hungarian • 126 persons / 250 limit • Details

Add to planner

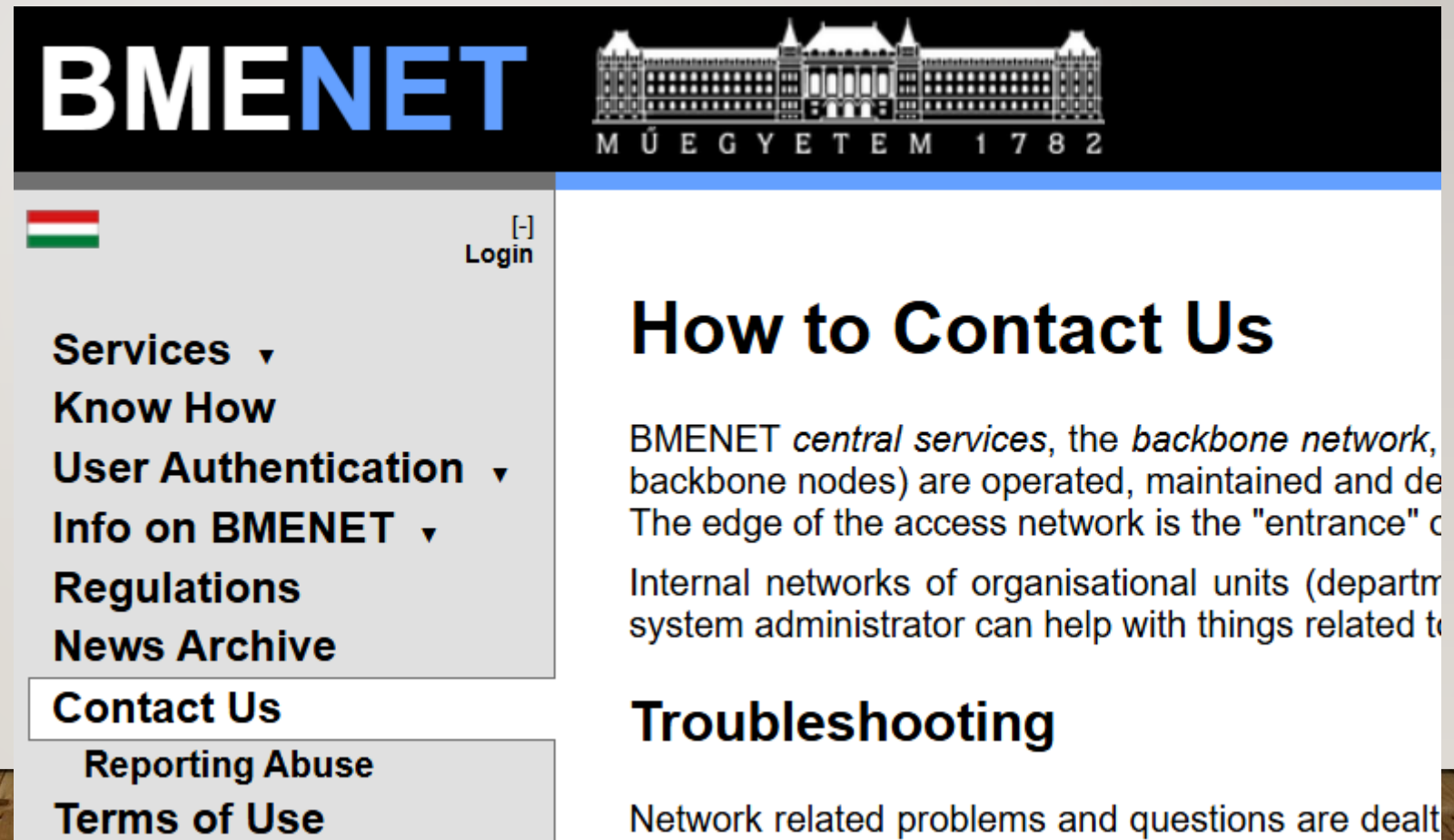
Analysis of Production and Operation Decisions

Obligatory • 5 credit • Recommended term: 4 • Exam • BMEGT20MN15



IT SUPPORT (OFFICE365, eduID)

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



The screenshot shows the BMENET website. The header features the "BMENET" logo in white and blue text on a black background, followed by a white line-art illustration of the BME building and the text "M Ű E G Y E T E M 1 7 8 2". Below the header, there is a navigation menu on the left with a Hungarian flag icon and a "Login" button. The menu items are: "Services", "Know How", "User Authentication", "Info on BMENET", "Regulations", "News Archive", "Contact Us", "Reporting Abuse", and "Terms of Use". The main content area on the right has a heading "How to Contact Us" and a paragraph of text: "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...". Below this, there is a heading "Troubleshooting" and a paragraph: "Network related problems and questions are dealt...".

BMENET M Ű E G Y E T E M 1 7 8 2

[-]
Login

Services ▾
Know How
User Authentication ▾
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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 7 September 2026



CHANGING HOST INSTITUTIONS OR/AND STUDY PROGRAM 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



EXTENSION

- E009 NEPTUN Request
- 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



LOSING STUDENT STATUS



19. Termination of the student's legal status

Section 63 ¹⁴¹[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



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2026. 09. 03.

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ENROLMENT FORM



Undersigned enrolls to the **első** term of the academic year of **2026/27** at the **Budapest University of Technology and Economics (BME)** (Institution ID:), taking effect on **01.09.2026**.

Name of Faculty: **Faculty of Electrical Engineering and Informatics**
Name of training program: **Bachelor of Science Degree Program in Computer Engineering**

Faculty code: **BME-VIK**
Training program code: **5NAA8**

BSc/bachelor – Scholarship holder (SH/DFP)

original passport	1 copy
Enrolment form (from Neptun – General forms)	2 copies
Scholarship agreement (from Neptun – Official notes)	2 copies
original High school diploma	1 copy
official translation of the original High school diploma (if it's not in English)	1 copy

MSc/master – Scholarship holder (SH/DFP)

original passport	1 copy
Enrolment form (from Neptun – General forms)	2 copies
Scholarship agreement (from Neptun – Official notes)	2 copies
original BSc diploma	1 copy
official translation of the original BSc diploma (if it's not in English)	1 copy
original english language certificate	1 copy



Stipendium Hungaricum Ösztöndíjszerződés

ely létrejött egyrészről a
Budapesti Műszaki és Gazdaságtudományi Egyetem
khely: 1111 Budapest, Műegyetem rakpart 3.
mlaszám: 1178400922248790
szám: 19410768-4-43
azonosító: FI23344

a továbbiakban: **fogadó intézmény,**



THANK YOU FOR YOUR KIND ATTENTION!

Next:
In-person enrolment!

