

WELCOME

CONSENT TO A RECORDED PRESENTATION

I consent to and acknowledge the fact that a recording will be made of the online presentations of the Introduction Week in which I will take part, uploaded to btk.elte.hu

I understand that this consent can be withdrawn at any time, which will not retroactively affect the legal status of my previous consent to such a recording being produced

Your consent is expressed by NOT raising your hand during the orientation when this question is raised by the moderator/presenter

If you do not consent to this pls leave now and watch the recording later (uploaded to btk.elte.hu/en)



FACULTY OF HUMANITIES



EÖTVÖS LORÁND TUDOMÁNYEGYETEM — EÖTVÖS LORÁND UNIVERSITY

ELTE BTK Welcome Week

Giving you the essentials on the start
of the autumn semester (2021-22-1)

Tuesday, 31 Aug 2021

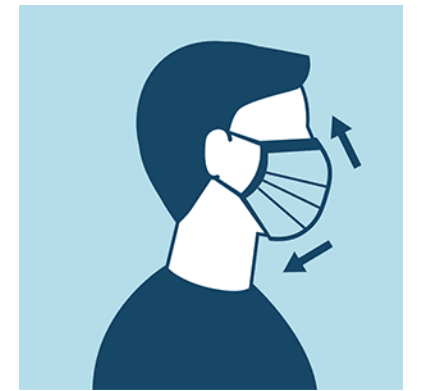
Department of International Affairs (DIA)

Before we begin, introducing the people you will meet

- Your foundation programme **coordinators**:
 - Dr Attila STARCEVIC (deputy head of DIA)
 - Dóra SZABÓ, international coordinator
- Your **directors of studies**:
 - Dr Kornél ZIPERNOVSZKY (**English** Foundation, International Study Centre)
 - Dr Judit BÁNDLI (**Hungarian** Foundation, Dept of Hungarian as a Foreign Language)
 - Ms Ildikó DARÓCZI (School of Germanic Studies, **German** Dept)



COVID regulations in Hungary and at the University



- Using a mask is still obligatory inside hospitals and all health institutions + social institutions
- Vaccination is highly recommended
- **Masks obligatory in classes and community spaces**
- Gyms and sport facilities require immunity certificate
- No curfew
- Always check for update at:
<https://www.elte.hu/en/coronavirus>



Things to know

- 10 day Quarantine: <https://www.elte.hu/en/visa-procedure/entry>
- Taking a PCR test in Budapest: <https://www.synlab.hu/booking/locations>
- Vaccination and Immunity Cards: <https://www.elte.hu/en/content/information-on-vaccination-and-immunity-certificates-against-covid-19-virus.t.1806?m=534>
- **Registering for vaccination:** <https://vakcinainfo.gov.hu/>
- Pastoral Service: <https://www.elte.hu/en/content/pastoral-service.t.1877?m=541>





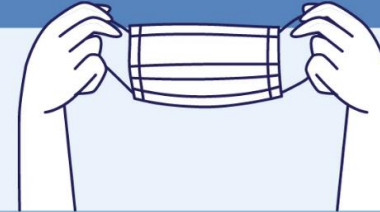
WE ARE HAPPY TO SEE YOU AT THE UNIVERSITY



It's really important to take care of each other.
Please follow the rules below.

WEAR A MASK

Cover your mouth, nose, and chin.



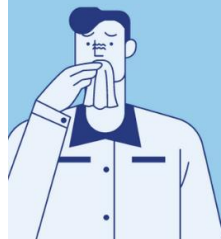
WASH YOUR HANDS FREQUENTLY



Practice good hand hygiene by washing your
hands with soap and water or using alcohol
or hand sanitizer.

PRACTICE SOCIAL DISTANCING

Maintain at least 1.5-2 meters (6 feet) distance
from others.



STAY HOME IF YOU FEEL UNWELL

Seek medical care early if you have a fever,
coughs, and difficulty breathing.

COVID suspicion

In case you recognise the symptoms of COVID:

1. Stay at your accommodation
2. Call your health insurance company immediately
 - SH students: call 112
 - Generali: +3630678-6450 or +3630815-2218
 - Other: according to your contract
3. Follow the instructions of your health insurance company



Education and teaching arrangements



Education is completely **offline/on campus**, personal presence is required.

In case you have a visa, health or pandemic closure issue, contact your international coordinator



Reminder

- Some of you have already arrived and will come to register in person
- You must complete your confinement/quarantine before you come to see us in person

There is absolutely no registration after 30 Sep

- Why? Our **absence policy**: by end of Sep you will have missed 30% of the classes



Follow us online





Webpages, social media



Join our Facebook groups:

[Students of the Faculty](#)

#eltebtk

[OFFICIAL FACULTY WEBSITE](#)

[ELTE OFFICIAL WEBSITE](#)



Welcome & Introduction Days

Programme & useful information:

<https://btk.elte.hu/welcome-to-our-new-students>



In-person programmes during the Welcome & Introduction Days

15:00 - 31 Aug 2021 (Tuesday):

- Campus Tour (meeting point in front of building A, Múzeum krt 4)



Further programmes

TREFORT
KERT @FLINE
2021. SZEPTEMBER 7-10.



BECK@GRECSÓ

RICSÁRDGÍR

UTCASZAK

NÉZŐMŰVÉSZETI KFT.

FÜGGETLEN SZÍNHÁZ

DUCKSHELL

A festival between 7 and 10 September to celebrate the re-opening of the campus.
English language programmes too

What will happen next?

- **NOW** you will hear a short **introduction** on your programme

(note: you'll find this presentation on the site of the Faculty)



What will happen later in the week?

- **Placement Tests**

- You will have to take a placement test in the days that follow (if you are not sure what this means, come to us to ask :
 - English Foundation: 1, 2, 3 Sep 9-12 (written and oral exam), after 6 Sep every day at 12 am (noon), Main Building, 3rd Floor, Room 305 (teachers' common room)
 - German, Hungarian: wait to be contacted by your teacher

- **Registration:**

- in person (see information letter on what you need to bring along with you)



Let's see the more stressful aspects of
this presentation



Contents

- Legal stay
- Student ID
- Bank account
- Campus
- Courses
- Academic regulations / Absence policy
- Technical and practical issues





Chapter 1

Stay here legally

Keeping your stay legal

National Directorate-General for Aliens Policing
- O/F (Immigration and Asylum Office earlier)

Registration is a MUST



Keeping your stay legal

National Directorate-General for Aliens Policing - OIF

- Students from the **European Economic Area**
(EEA: member states of the EU and Norway,
Switzerland, Iceland, and Lichtenstein)
registration card

- Students from the **non-European Economic
Area (EEA):**
residence permit
and after your arrival in Hungary you need to
register your accommodation



Keeping your stay legal

EEA students

- Obtain a Registration Card
- **Within 90 days after your arrival**
- Make sure you have all required documents, so you won't have to go back

More information:

<https://www.elte.hu/en/visa-procedure/eea>



Keeping your stay legal

The Residence Permit



Keeping your stay legal

Non-EEA students

If you arrived with a D-type visa, you will have the opportunity to get your Residence Permit on the premises of the Faculty. Further information later.

If your Residence Permit is ready, you will be contacted by email.



Keeping your stay legal

Non-EEA students

Without visa, or with other than type-D visa:

- Obtain your Residence Permit **within 30 days of your arrival the latest**
- **Online:** enterhungary.gov.hu
- **In-person**
- Make sure you have all required documents for the process

More information:

<https://www.elte.hu/en/visa-procedure>



Keeping your stay legal

Non-EEA students, always keep in mind:

- Clarify student status (active or passive)
- Keep us informed at all times about changes
- Do not be active while staying away from school for any reason
- Report all emergencies affecting your status
- Request information from us if you have any doubts or questions



Keeping your stay legal

Active vs. Passive

- **By registering you have obtained your active student status**
- In case you need to leave Hungary temporarily (due to a medical emergency in your home country), it is your duty to inform us about your departure
- **It is absolutely forbidden to have active status while you do not attend any of your classes.** Students who are active and do not attend classes will be reported to the relevant authorities and there is no refunding of your tuition fees





Chapter 2

Student ID (Student card) and Health Insurance

Quaestura Office

Services

- Neptun code and password: ask for these when you come register (if you have this already, you're OK)
- Issuing Certificate of Student Status
- Issuing of Student ID (NOTE: do not ask for your student ID from us, we do not issue them)
- Arranging for Health Insurance



Quaestura Office

Services

- Neptun password help
- Certificate of Student Status (active / passive)
- Processes Student ID
- Arranges Health Insurance



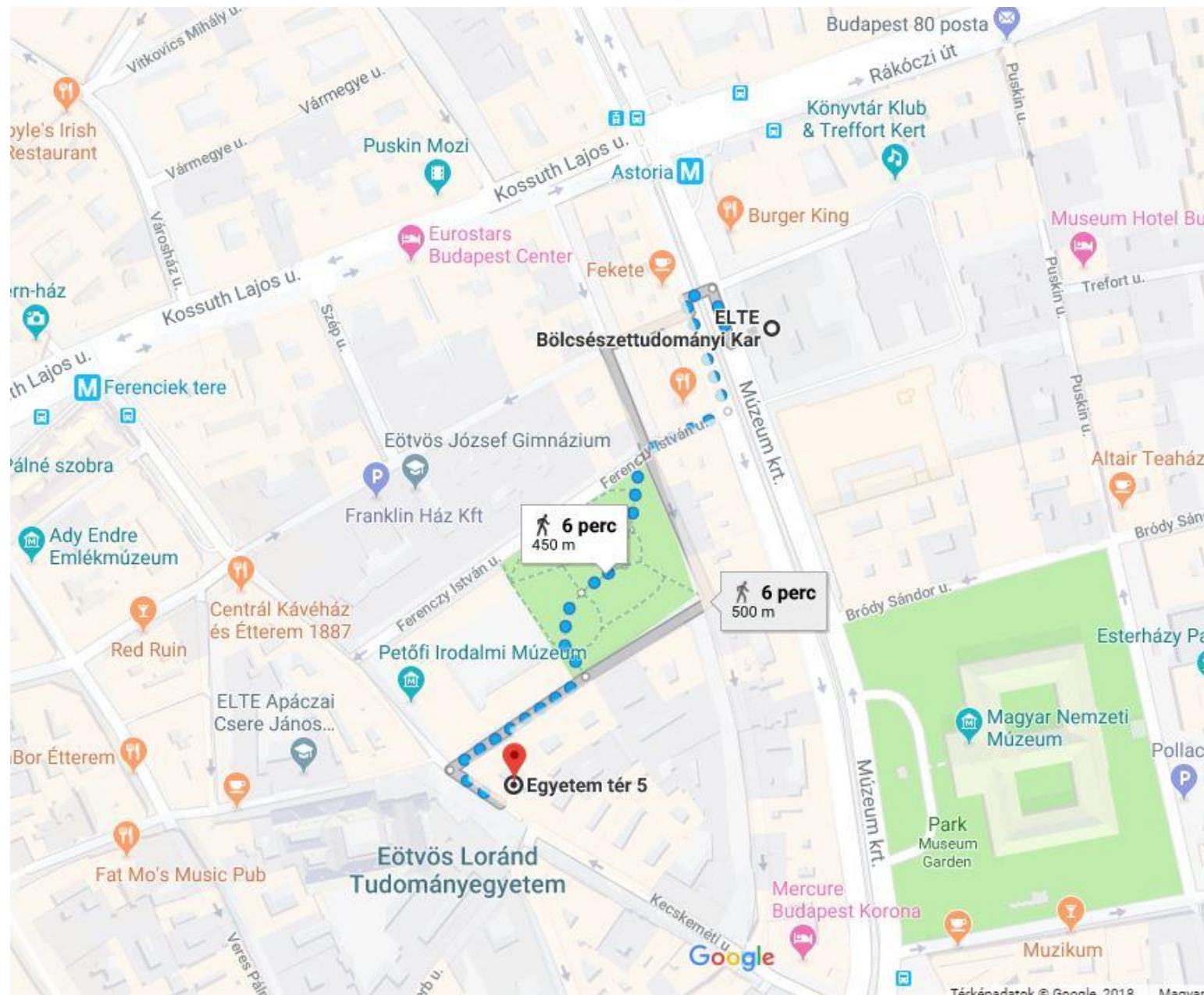
Quaestura Office

Location

**Egyetem tér 5
1053 Budapest**

About a 5 minute
walk from the
Faculty of
Humanities





Quaestura Office

Monday: 09:00 - 13:00

Tuesday: 09:00 - 13:00

Wednesday: 12:00 - 16:00

Thursday: 09:00 - 13:00

Friday: 08:00 - 12:00

During the **Registration Period** and the **first week of classes** it is likely to get busy.



Student Identification

Students staying shorter than 12 months

Temporary Student ID paper

Issued by Quaestura Office

- Online
- In-person

Available around the 3rd week of September





Student Identification

Discounted transportation in Budapest

The **plastic card** as well as the **Temporary Student ID paper** are equally valid to be used for discounted transportation.



Student Identification

Discounted transportation in Budapest

- ALWAYS carry your student ID with you
- **Monthly discounted pass: 3.450 HUF**
- Your student ID card number is necessary for the pass





Student Identification

Discounted transportation in Budapest

- You must have a validated ticket or a valid pass before boarding the vehicles.
- **BKK officials are authorized to check the validity of your ticket or pass any time during or after your trip.**
- Passengers without valid ticket or pass are to pay a heavy fine - 16.000,- HUF (approx. 55 EUR) if paid by check.

Student Identification

Discounted transportation in Budapest

- ALWAYS carry your student ID with you
- + your montly pass
- **Monthly discounted pass: 3450 HUF**
- Your student ID card number is necessary for the pass to be valid



Student Identification

(Discounted) Transportation in Budapest

- You must have a validated (punched/time stamped) ticket or a valid **monthly pass** on the vehicles (DO NOT get on vehicles without this)
- If you do not yet have your student ID, buy a full priced monthly pass (9500 HUF) for a month, after that use your student ID



Health insurance

ELTE offers health insurance options for students.

Check the options:

<https://www.elte.hu/en/health-insurance>

For the insurance, book an appointment to Quaestura Office.



Chapter 3

Finances



Paying the tuition fee

First-year-students: before enrolment

After the first semester:

- deadline – last day of the registration period (end of first week of February/September)



Paying the tuition fee

Payment details & tuition fees:

<https://btk.elte.hu/fees-and-finances>

Please pay always on time! Take into consideration that from the day of money transfer it can take 15-20 working days until you can receive your Certificate of Payment documents.



Paying the tuition fee

Message / Közlemény (in Hungarian):

AC9201/04

Applicant's name

Year and semester of the program

For example (follow this order):

John Smith

AC9201/04

2021/22 Spring

German Foundation

What happens if you forget the magic number (AC9201/04)? There will be a delay in our system showing your payment and you can expect to get emails from us asking you why you are late with your payment



Open a bank account in Hungary

Full-time students:

you have to own a bank account in Hungary



Open a bank account in Hungary

You can open an account at any bank

Recommended bank:

near Astoria (campus): Károly krt. 1



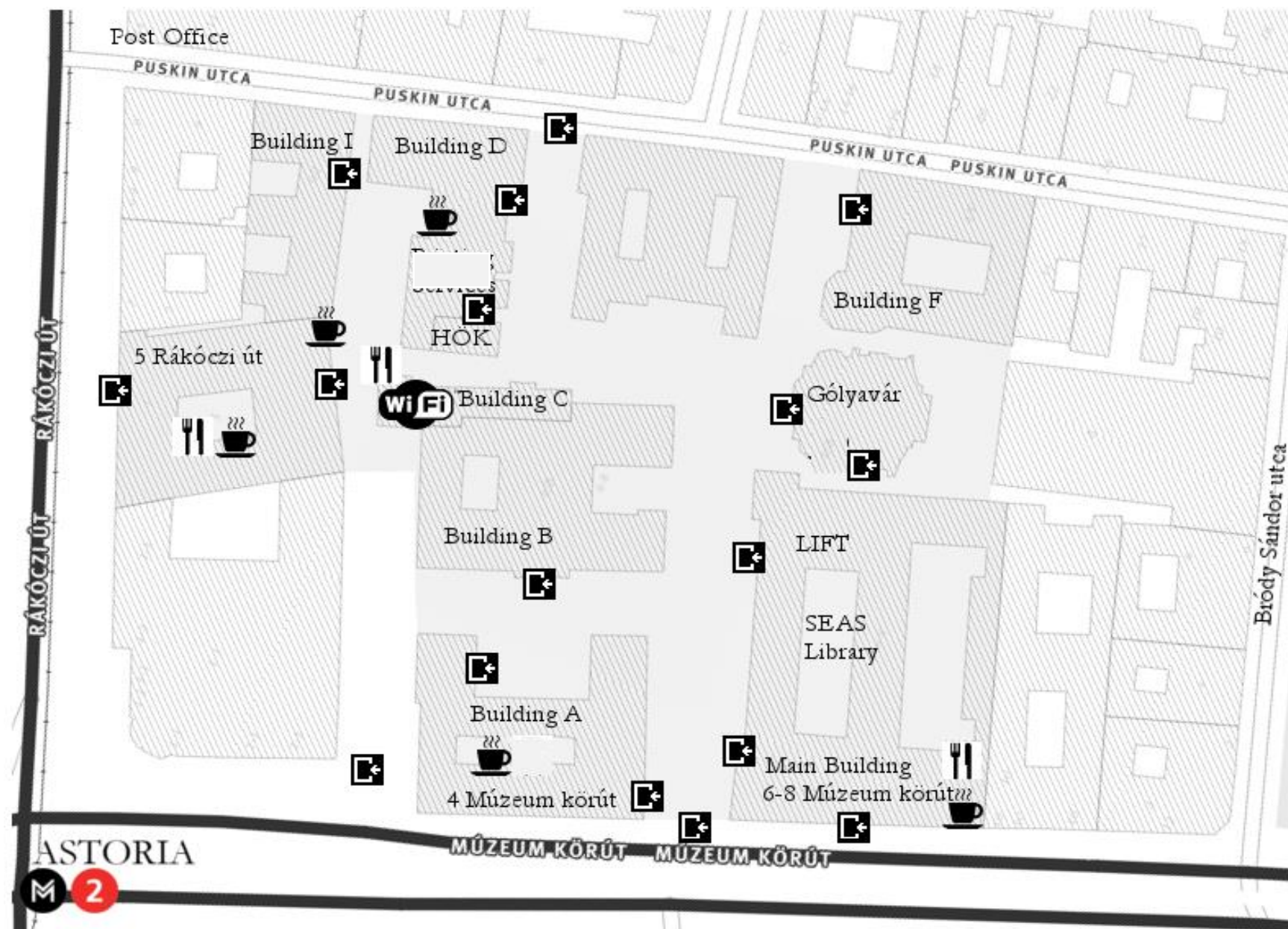
OTP ATM/cash dispenser:

in building 4/A, next to the Dept of International Affairs



Chapter 4

Campus



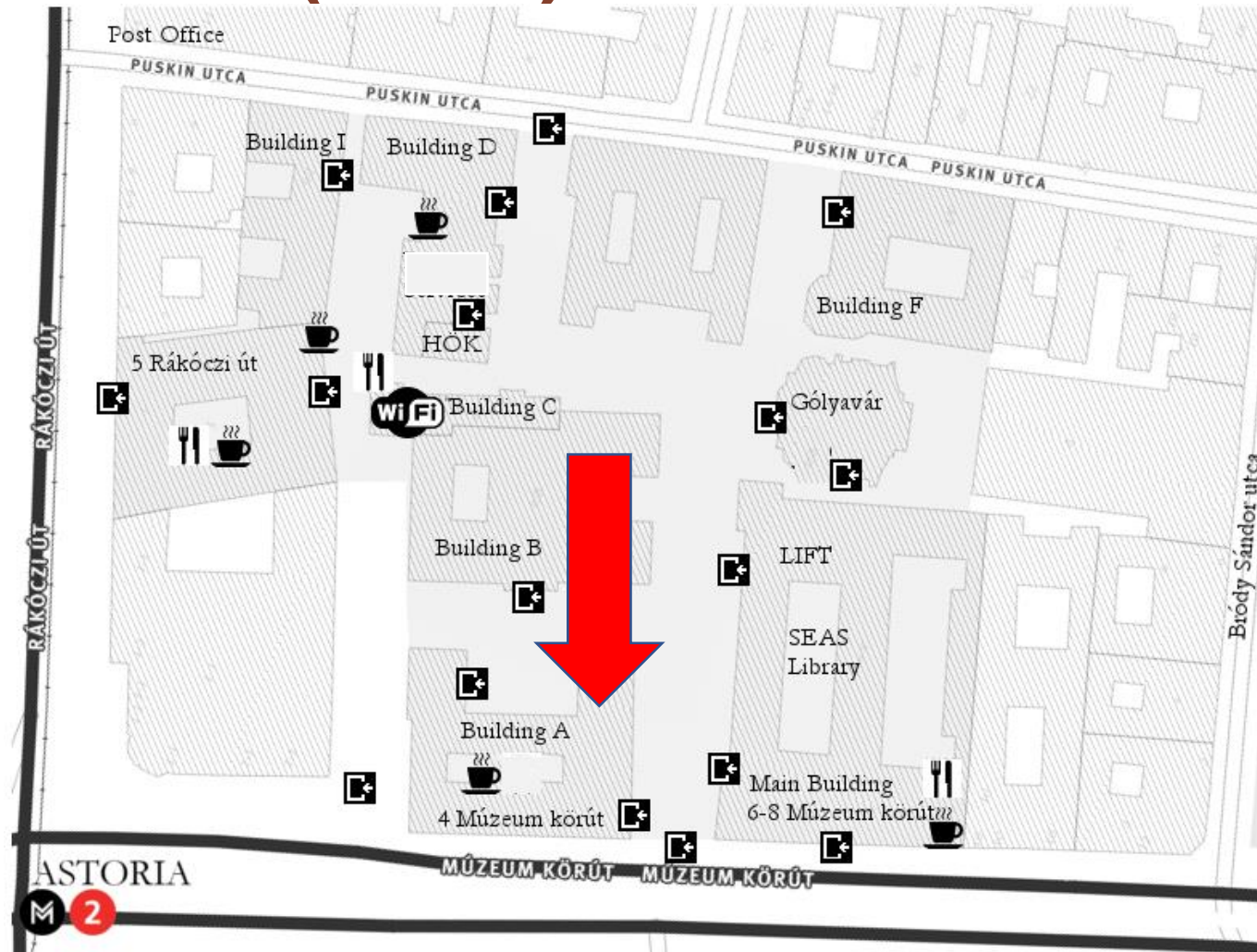
SEAS: School of English and American Studies
HÖK: Hallgatói Önkormányzat (Student Union)

Department of International Affairs (DIA)

Múzeum krt. 4/A
1088 Budapest
Ground floor, room 31
(Attila STARCEVIC and
Dóra SZABÓ)



Department of International Affairs (DIA)



SEAS: School of English and American Studies
HÖK: Hallgatói Önkormányzat (Student Union)

How do I contact DIA?

NO Drop-in Office Hours
Always ask for an appointment

Until further notice, you must reach us by email for in person admin of your requests
(foundation@btk.elte.hu)





Chapter 5

Courses

Semester

- **Registration period:**

Until 3 Sep

- **Study period:**

6 Sep – end of January

- **Exam period:**

End of January (inquire with instructors)

Check itemised academic calendar at

<https://btk.elte.hu/en/content/academic-calendar-for-the-foundation-foundation-programmes.t.3453?m=249>



Course registration period

In the foundation programme, DIA enters your courses into NEPTUN

Why?

- There is no cherry picking, you must take (and hopefully pass) ALL your subjects and
 - Which course you attend depends on your level of language proficiency and
- Some of you may arrive after the course registration period ends and NEPTUN shuts down



Exam period

We will register you for your progress exam
This will happen in January...



A few interesting facts about subjects and courses

- Always check the [study unit list / curriculum](#) (pdf or printed):
- https://www.btk.elte.hu/foundation_programmes?m=245
- Find it under your programme → List of study units
- The list of study unit shows:
 - Code of the subject
 - Title of the course
 - Credits



How to sign up for the courses?



In NEPTUN, but in the foundation year DIA enters your courses into NEPTUN. You will be able to check your timetable in NEPTUN after all courses have been registered

← Where is this in Bp?



Institutional websites

You will find more information (e.g., the timetables) at:

https://www.btk.elte.hu/foundation_programmes?m=245

Find your programme



Chapter 6

Academic Regulations / Absence Policy



Academic Regulation

Plan things ahead...

Academic calendar:

<https://btk.elte.hu/en/content/academic-calendar-for-the-foundation-foundation-programmes.t.3453?m=249>



Academic Regulation #0: your reason for being at the University

- You are here to study in an academic programme, not miss classes, be chronically late for classes, work full time, work when you are supposed to be in class, etc.
- The Foundation Programme is a 'package', all courses must be taken together, there is NO picking and choosing



Academic Regulation #1: Getting Grades for Your Courses

- by the end of semester (end of January) you must have at least 1 completed subject (with a grade better than 1 'fail')
- in case you do not, an official letter will be sent out calling you before a committee to explain your absence from classes
- if you do not respond to this, we will contact the authorities



Academic Regulation #2: Reporting Absences

- you are here to complete your programme (= study), not miss classes, so
 - inform your teacher in advance of any absences, providing an acceptable reason
 - if your absence is caused by an emergency, you should contact your teacher afterwards, providing an acceptable reason
 - contacting your teachers in advance (or later) does not mean you are exempted



Academic Regulation #3: Absence Policy

(based on University Regulations adapted to the foundation programme, read in full: <https://btk.elte.hu/en/content/absence-policy-for-the-foundation-programmes.t.4220?m=305>, a copy of which you will sign in acceptance of its content)

- if you miss more than 30% of your classes in one subject within a period of 4 weeks, you will not get a grade and you will not receive any credit for any of your courses.

Consequences:

- we will turn your status **passive**
 - we will forward your case to the **National Directorate-General for Aliens Policing**: your residence permit is issued for education
-
- if you miss your classes in one or more subjects for 2 weeks in a row, an official letter will be sent out calling you before a committee to explain your absence from classes; if you come and explain the cause of your absences you might get a chance to stay active but you cannot miss any more classes. If you do not respond,
 - we will **forward** your case to the **National Directorate-General for Aliens Policing**: your residence permit is issued for education



Academic Regulation #4: Failed Subjects, Retakes

- If you fail a subject in the 1st semester, can you retake it in the 2nd semester?
 - No. Why?
 - Because they are not given in the 2nd semester



Consequences of your absences (summary)

- Your status will be **passive**
 - All your courses will be deleted from neptun
 - There will be no classes, no grades, no credits
 - There will be no exams
 - You are no longer a student of the Faculty
- There is **no refund of your tuition fee** at all
- We will have to forward your name to the Immigration Office (after this you may find it difficult to renew your residence permit in case you stay in Hungary, even if you have been admitted to another university)



Academic Regulation

Grading system

Five-point scale:

And excellent (5) grade is assigned to the student who thoroughly knows the entire subject matter in all of its inherent relationships and is able to independently apply his/her knowledge with absolute certainty;

A good (4) grade is assigned to the student who thoroughly knows the entire subject matter of the course and can safely apply its content;

A satisfactory (3) grade is assigned to the student who knows significant portions of the subject matter of the course and is able to apply them with suitable safety;

A pass (2) grade is assigned to the student who knows the significant parts of the course on a satisfactory level and is able to demonstrate an acceptable level of familiarity in the application of the content of the course;

A fail (1) grade is assigned to the student who does not command sufficient knowledge and demonstrate skill in applying the practices of his/her chosen field.



What happens at the end of the spring semester next year if you pass ALL your subjects during the course of your 2 semester programme?

- You will get a **credit certificate** (stating all the credits you completed)

And

- A **certificate of achievement stating your achievement in %** based on the end of year exam in June. The type of certificate depends on whether you pass all the courses or just some, as well as the level of your achievement and the programme you have completed:
 - English: levels below B2 will not be shown in the certificate
 - Hungarian / German: all levels will be shown (B1, B2, C1)



Sample Certificate



The Department of International Affairs

Eötvös Loránd University, Faculty of Humanities

hereby certifies that



attended

The Foundation Course in General English
in the Academic Year 2019/20

scoring **60%** in the final exam, corresponding to **CEFR level B2**,
which is sufficient for admission to BA studies at this university.

A handwritten signature in blue ink.

Christopher Ryan
Director of Studies
English Foundation Course



A handwritten signature in blue ink.

Prof. Dr. Krisztina Károly
Vice-dean for
International Affairs

Issued in Budapest, Hungary, on 08/06/2020

What's there in a certificate for you?

If you achieve B2 level of CEFR, you will get from us an offer (letter of acceptance/LOA) for autumn semester in

- BA in English and American Studies (if you completed En Found)
- BA in Hungarian (if you completed HU Found)
- BA in Germanic Studies (Specialised in German) (if you completed GER Found)

There is no admission procedure, no entrance exam, no questions asked. Of course, you can choose not to start your programme. The letter of acceptance is valid for one autumn semester only.

There is no LOA for a spring semester, even if you finish the programme next Feb. You will have to wait until July to get your LOA for September.

To inquire about whether our certificate is accepted as proof of language competence at other universities, make inquiries at the university of your choice.



Chapter 7

Registration and picking a time slot



Registration and picking a time slot

In Person Registration please pick time slot at (if you haven't already):

<https://docs.google.com/spreadsheets/d/129LcixeU9W-51CquHuPqxVIHZeseiGTDrxmTqUG4kLY/edit?usp=sharing>

Allow up to 30 mins for the registration

Note: Regular office hours from October

- Monday: 13:00-16:00
- Wednesday: 13:00-16:00
- Friday: 9:00-12:00



Documents needed for on campus personal registration

IN PERSON REGISTRATION

- Letter of Acceptance received from ELTE
- Confirmation of Payment document of your tuition fee received from ELTE and/or the copy of your bank slip (if you have not received the confirmation of payment)
- Passport
- your original Certificate of Matriculation (graduation certificate from high school studies)
- your Hungarian address (zip code, city, name of the public place, floor, door number)
- Your Hungarian phone number
- student visa page
- 2 passport photos (colour) – Write your full name at the back with capital letters



Some important facts about your tuition fee

After your completed (in person or online) registration, you are an active student of the University. Interrupting your legal status as an active student is a serious matter. It can only be requested on grounds of poor health or a serious family emergency. You will have to write to us to request this.

NOTE:

- According to University regulations, if you have not been missing classes by October 15, 90% of your fee will be refunded. If you reach this decision after 15 October (but by 10 December), you will get 30% refunded. After 10 December, there is no refunding at all under any circumstances
- If you have turned a passive student due to absences, there is no refund at all at any date





Chapter 8

Technical issues, and other practical matters

Use Wi-fi at the campus



- You can use wi-fi at the university if you ask for a username and password.
- For requiring a username and a password, you need your Neptun ID (code) and password (come to us to generate it or go to Quaestura)
- Steps how to ask for the wi-fi:

http://iig.elte.hu/file/Setting_WIFI_connection.pdf



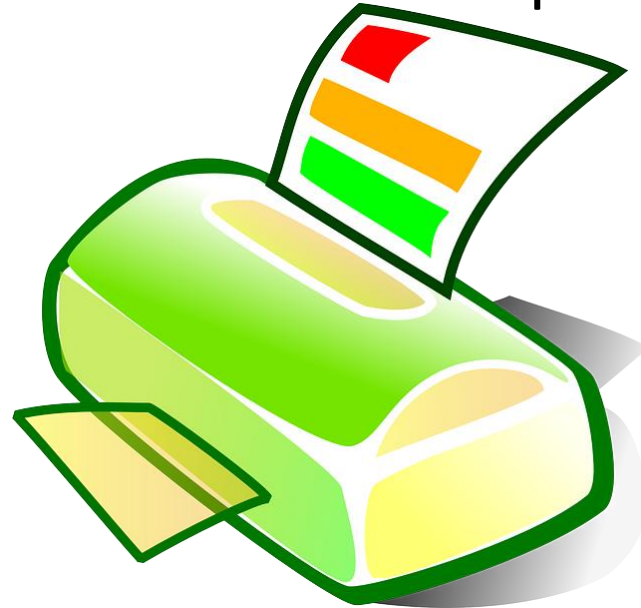
Copy shops

Building R on campus (see map)

Kálvin square, 5-8 min walk from the campus:

Mini Copy

Copy Guru



Enjoy your semester with us



REMINDER: Pick a time slot for registration in person during the orientation week NOW

<https://docs.google.com/spreadsheets/d/129LcixeU9W-51CquHuPqxVIHZeseiGTDrxmTqUG4kLY/edit?usp=sharing>

