

FACULTY OF HUMANITIES



EÖTVÖS LORÁND TUDOMÁNYEGYETEM — EÖTVÖS LORÁND UNIVERSITY

Useful information for the start of
the semester

www.btk.elte.hu

<https://btk.elte.hu/en/content/welcome-to-our-new-students.t.3638>

Erasmus+ and exchange students

Monday, 3rd February 2020

Department of International Affairs

Contents

- Follow us online
- Information sessions
- Legal stay
- Student ID
- Bank account
- Campus
- Documents during the semester
- Courses
- Academic regulations
- Technical and practical issues



Follow us online



Faculty webpage, university webpage

- <https://www.btk.elte.hu/en/>
- <https://www.elte.hu/en/>



Facebook, Instagram

- Faculty Facebook:

<https://www.facebook.com/eltefacultyofhumanities/>

- Facebook group for Erasmus&exchange students:

https://www.facebook.com/groups/376788142967749/?source_id=2100423213399269

- Instagram: elte_faculty_of_humanities #eltebtk



Information sessions on study programmes

for students who will study at the School of English and American Studies

English & American studies:

4th February at 9 am, Building R, room 423 (4th floor)

Check on the campus map





Chapter 1

Stay here legally

Keeping your stay legal

National Directorate-General for Aliens Policing - OIF
(Immigration and Asylum Office earlier)

Registration is a MUST!



Keeping your stay legal

National Directorate-General for Aliens Policing - OIF

Address: 1135 Budapest XIII., Szegedi út 35-37., ground floor (Twin Office Center)

Tel: +36 1 463 9100

E-mail: nef@bah.b-m.hu, bp2@bah.b-m.hu

Call Center: +36 1 463 9292 (Mo-Thu: 8.30-16.30, Friday: 8.30-14.00)

Office hours:

Monday	07:30-13:00
Tuesday	12:00-18:00
Wednesday	08.00-12.00
Thursday	07:30-13:00
Friday	08.00-11.00



Keeping your stay legal

- 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 please visit the website from below and proceed according to the information you can find there:
- Enter Hungary: <https://enterhungary.gov.hu/eh/>
- **Within 90 days after your arrival latest**

More information:

<https://www.btk.elte.hu/en/content/practical-matters.t.3375?m=227>



Keeping your stay legal

Non-EEA students

- **Students in possession of a D type of visa:**

The National Directorate-General for Aliens Policing will be present at the Faculty of Humanities (Faculty Conference Hall, ground-floor) on February 10th and 25th from 10-13 hours. However Nobody should come to pick up the residence permit before being notified by ELTE (it means that whose permit is ready will receive an email from university/faculty)

- **NON-EEA (EU) student who entered Hungary without any visa:**

Obtain your Residence Permit ASAP but no later than 30 days from the day you entered the country.

Contact in person National Directorate-General for Aliens Policing – OIF (address and opening hours in the relevant slide from above)

Before going to the authority ask for a student certificate of attendance from your administrative coordinator from the Department of International Affairs of the Faculty of Humanities

More information:

<https://www.btk.elte.hu/en/content/practical-matters.t.3375?m=227>



Keeping your stay legal

The Residence Permit





Chapter 2

Student ID (Student card)

Quaestura Office

<https://www.elte.hu/en/quaestura-office>

Services

- Neptun Password help
- Certificate of Student Status (active)
- Processes Student Identification
- Arranges Health Insurance on a fee-paying basis



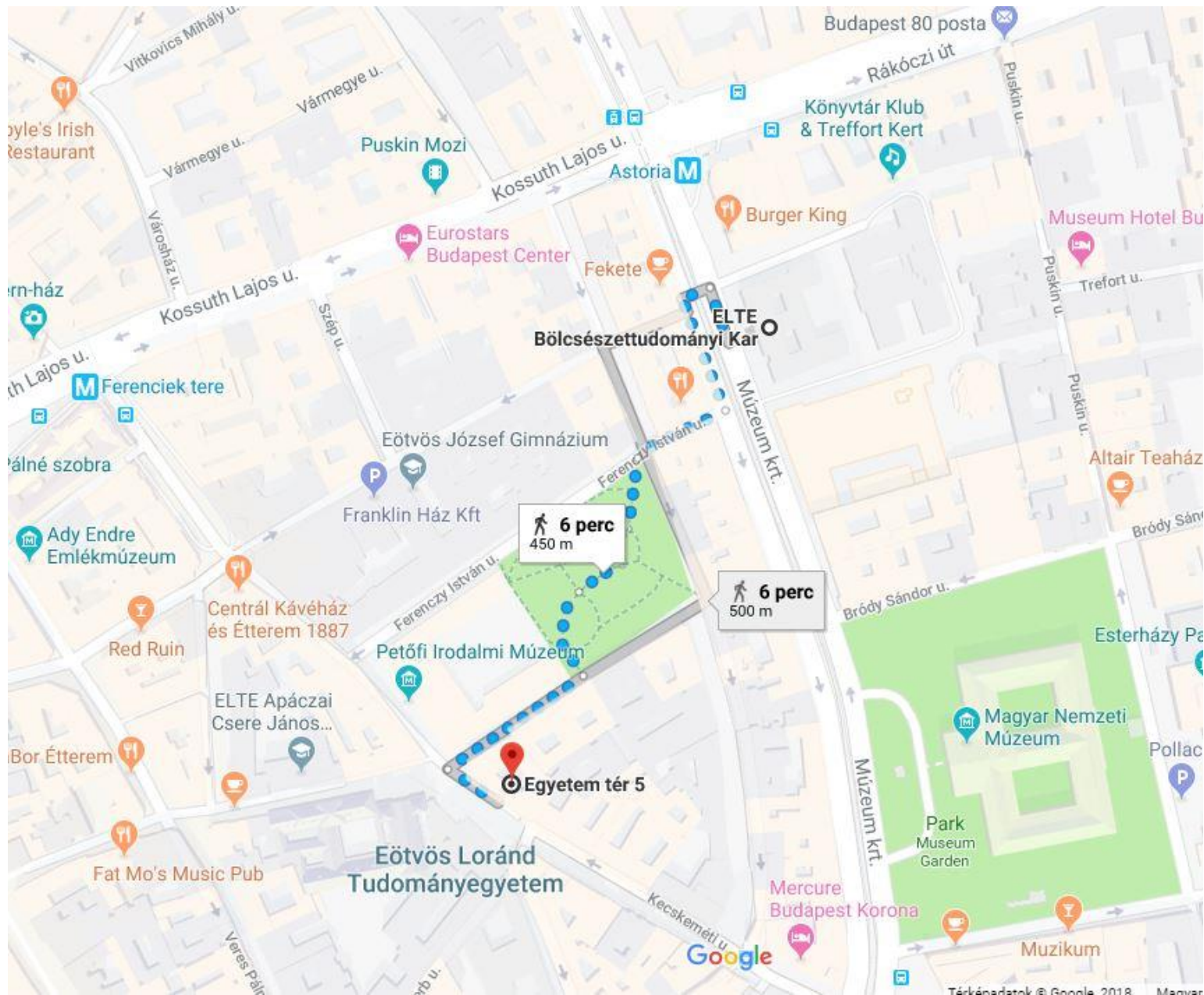
Quaestura Office

Location

Egyetem tér 5
1053 Budapest

About a 10 minutes
walk from the
Faculty of
Humanities





Quaestura Office

Opening hours

Monday:	9:00 - 16:00
Tuesday:	9:00 - 16:00
Wednesday:	12:00 - 19:00
Thursday:	9:00 - 16:00
Friday:	8:00 - 14:00

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

Please reserve enough time and come early to escape the crowds.



Student Identification

Students staying shorter than 12 months

Temporary Student ID paper (A/4 format paper sheet document)

- Issued by Quaestura Office
- Know your Neptun Code
- **IMPORTANT:** the ID (paper A/4) is valid only for 60 days, do not forget to go back to Quaestura Office to renew it
- *Available around the 3rd week of February and in any case after you have an active status in the Neptun system!!*



Student Identification

Students staying shorter than 12 months

Temporary Student ID paper

(A/4 format paper sheet document)

- **IMPORTANT:** the ID (paper A/4) is valid only for 60 days, do not forget to go back to Quaestura Office to renew it before the expiry date.



Student Identification

Discounted transportation in Hungary

Temporary Student ID paper is valid to be used for discounted transportation in Budapest and any other means of transportation in Hungary (bus, train, etc).

Always check for student discounts at other places (e.g. museums, cultural events, sport facilities)



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, you should write this number on the pass if this has not been done at the cashier



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.



Chapter 3

Bank account



Open a bank account in Hungary

State-scholarship holders (Tempus Foundation):

you have to own a bank account in Hungary in order to get the scholarship.

Erasmus+ and exchange students:

it is recommended to open one, especially if you stay for a whole year.





Open a bank account in Hungary

You can open the account at any banks.

Recommended bank:



near Astoria (campus): Károly krt. 1

OTP ATM:

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



Chapter 4

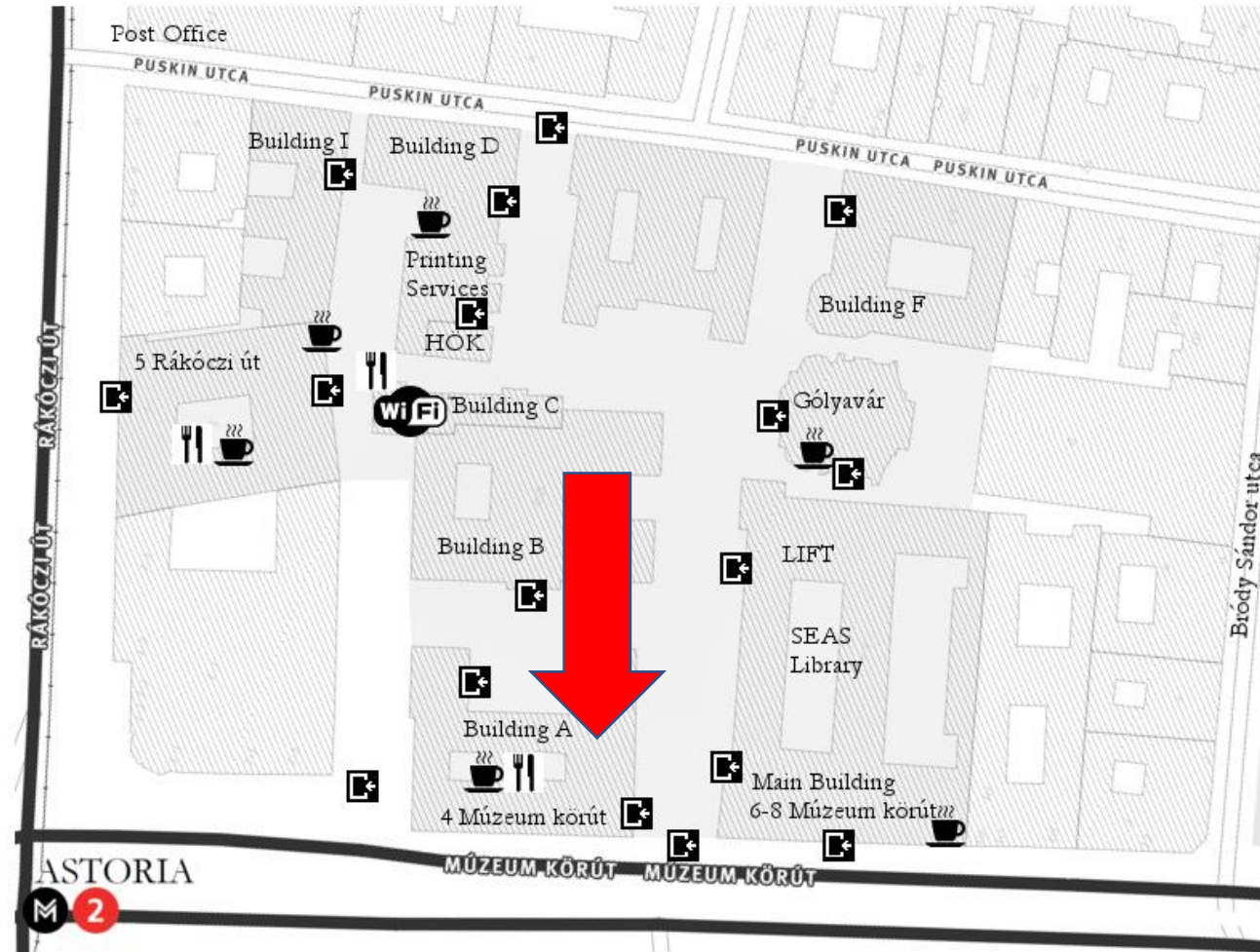
Campus

Department of International Affairs (DIA)

Múzeum krt. 4/A
1088 Budapest
Ground floor, room 44



Department of International Affairs (DIA)



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



How do I contact the DIA?

Walk-in Office Hours

Monday

13:00-16:00

Wednesday

13:00-16:00

Friday

9:00 – 12:00

Tuesday and Thursday: *closed*

Please respect our Office Hours!



How do I contact the DIA?

By appointment

In case of an extreme situation or an emergency, you are welcome even out of the Office hours.



Buddy stop

Near Gólyavár building



The rule is simple: whether you just have a question or feel entirely lost, just stand under the sign. If you see someone standing there, approach them and offer a helping hand.



Chapter 5

Documents during the semester





- In parallel with registering the courses in the Neptun system, please also register them on the document from above and which we provide during the presentation (another blank copy can be requested anytime from DIA).
- For all courses written on the form you must request the course instructor's or lecturer's signature, this being the official approval for course attendance.

Learning Agreement (for Erasmus+)

Always the departmental coordinators sign (not Izabella or Sándor!)

- *Before the mobility* part: if it is not signed yet, have it signed
- *During the mobility* part: if your courses change compared with the *Before* part, fill it in, and have it signed
- *After the mobility*: needed only if your home university asks



Confirmation of Arrival (for Erasmus+)

Please use the form given by your home university or downloadable from your home university website.



Transcript of Records

- The Transcript of Records will be issued by DIA and it will be generated by the Neptun system. However you should pay extreme attention to the following matters:
 - 1.** Have all your courses registered in the Neptun system either by yourself or with the help of DIA (Izabella or Sándor).
 - 2.** Respect the course-attendance policy and regulations and all requirements of the course in full accordance with what the instructor has asked from you.





3. Register for each examination in the Neptun system at least 24 hours before the exam. If you fail to do so, you cannot take part in the examination and the course will not appear on the Transcript, no credits will be achieved. If you cannot register for the exam, please seek assistance at DIA.

4. Make sure that all your grades are recorded in the N. system before your departure so that we can hand you over the official Transcript of Records. If for any reason you are unable to collect the Transcript in person please inform Izabella or Sándor and a scanned version of the document will be electronically sent to your email address.

Confirmation of Stay

Please use the form given by your home university or downloadable from your home university website.

If it is not available, we will use the ELTE form.





Chapter 6

Courses

Departmental coordinators

With study issues, always contact your departmental coordinator!

(teacher, academic staff member of the department/institute, who confirmed your acceptance and LA)

Available courses and list of the coordinators:
<https://btk.elte.hu/en/content/course-catalogue-for-incoming-erasmus-students.t.3543?m=261>

If you still need assistance ask for help from your administrative coordinator (Izabella or Sándor 😊)



How to sign up for the courses?



You can sign up for your courses in Neptun system.

Further info on courses and signing up on the Neptun Training Day (7th February, Friday).

Please do not register for the courses until Friday!

Do not worry if you cannot register for one or more courses because of a course prerequisite obligation or if you miss the 14th February registration deadline. Izabella and Sándor will register the course in Neptun but you must present the teacher's signature and correct course code on the Guest Form. So visit us in person with this issue.



Hungarian Language Courses for Erasmus+ and other exchange students

Application online until 7th February.

Details:

<https://www.elte.hu/en/language-courses/hungarian>

For non-beginners:

Language level assessment: Friday 7th February at 15 pm

Building I, first floor, room 208



Sport courses

You can sign up for sport courses in Neptun system.

OR

You can choose other courses offered by BEAC (Budapest University Athletic Club).

You have to pay for all of the courses via Neptun/Q-space
Please ask the trainers if there is any other fee to be paid, apart
from the official fee indicated by Neptun for the respective
course!

More info:

<https://www.beac.hu/in-english/>



Chapter 7

Academic Regulation



Academic Regulation

Plan things ahead...

Academic calendar:

<https://www.elte.hu/en/academic-calendar>



Academic Regulation: Absence Policy

- if you miss **more than 30% of your classes** (= 30 times 90 minute slots in your timetable), you will not get a grade and have no credits





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 you have already generated.

- Steps how to ask for the wi-fi:

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

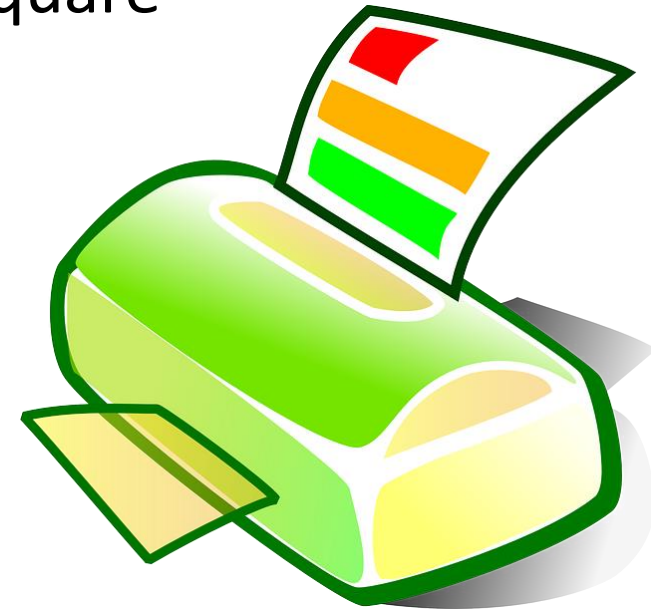
Basement of Building C on campus Operators Room



Copy shop

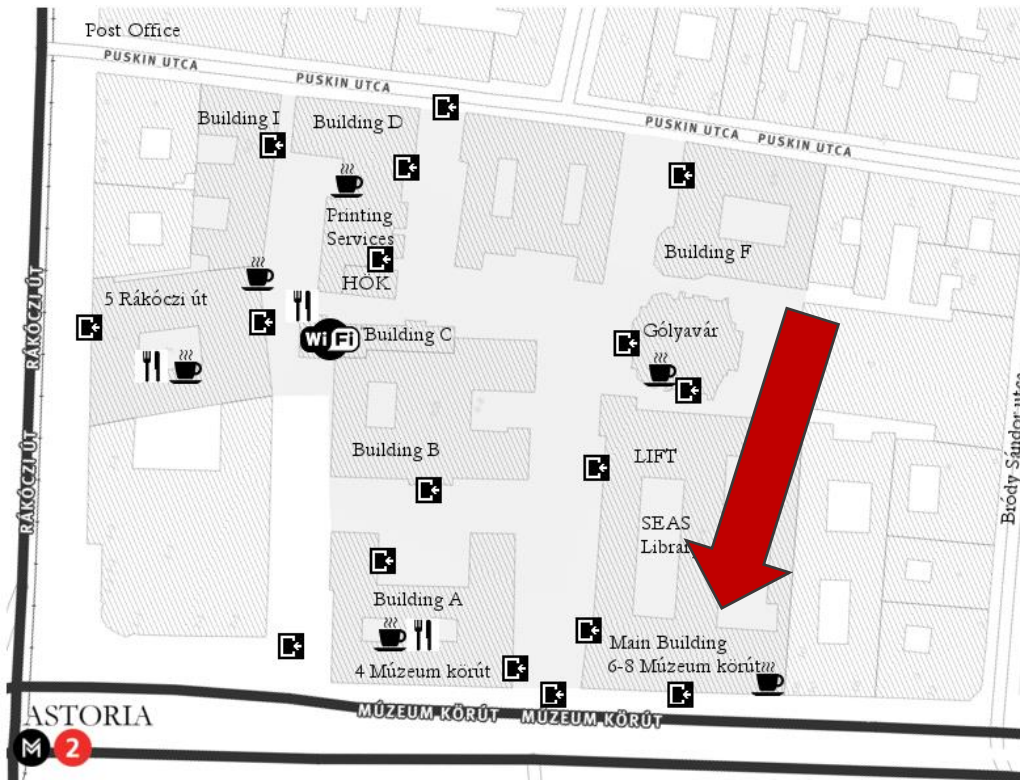
Nearby the campus:

Copying and printing at Kálvin square
(MINI Copy, CopyGURU)



Book shop

Book shop at the campus: main building, basement



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

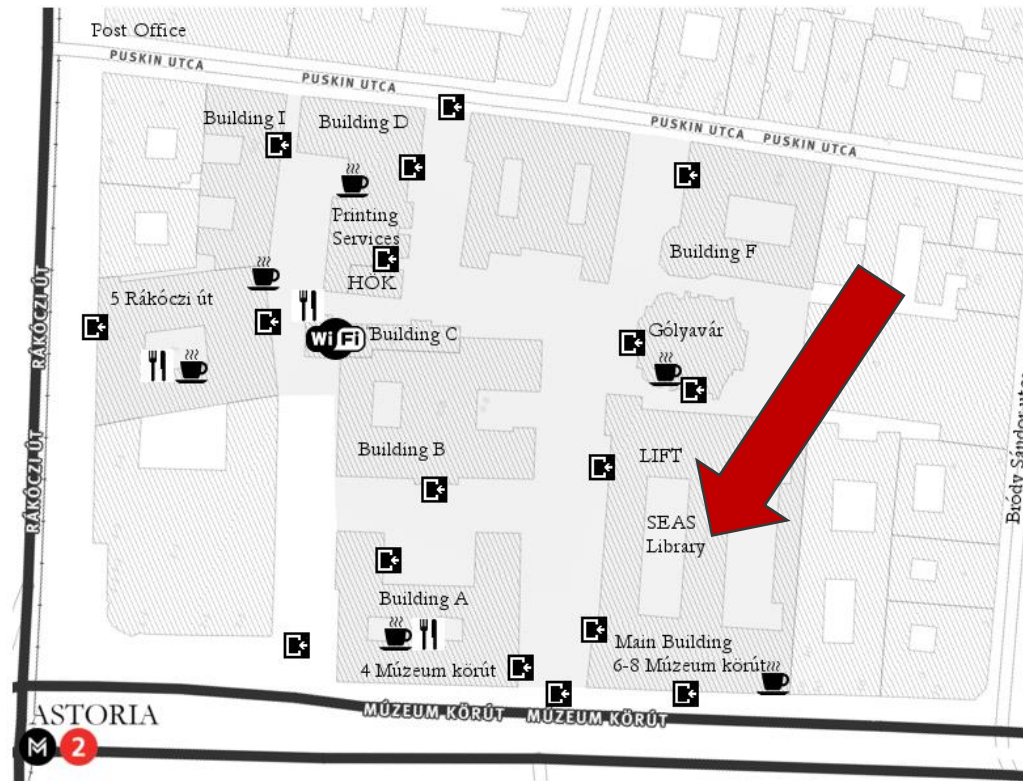
Open:

Monday-Thursday 10:00-18:00

Friday: 10:00-15:00

Libraries

English and German language library: main building



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

Open:

Monday: 9:00-16:00

Tuesday: 9:00-16:00

Wednesday: 12:00-18:00

Thursday: 9:00-16:00

Friday: 9:00-14:00

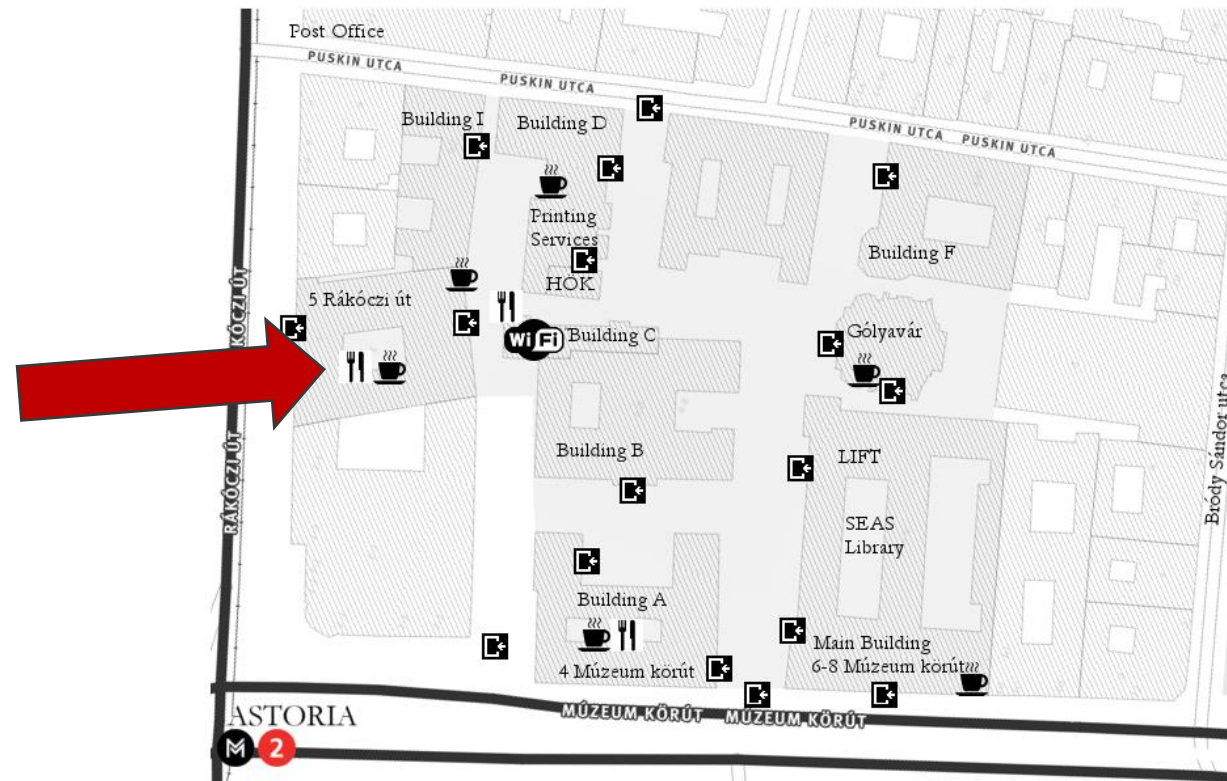
Libraries

Every department has its own library. Ask your departmental coordinators or course lecturers for information, other suggestions.



Eating facilities near the campus

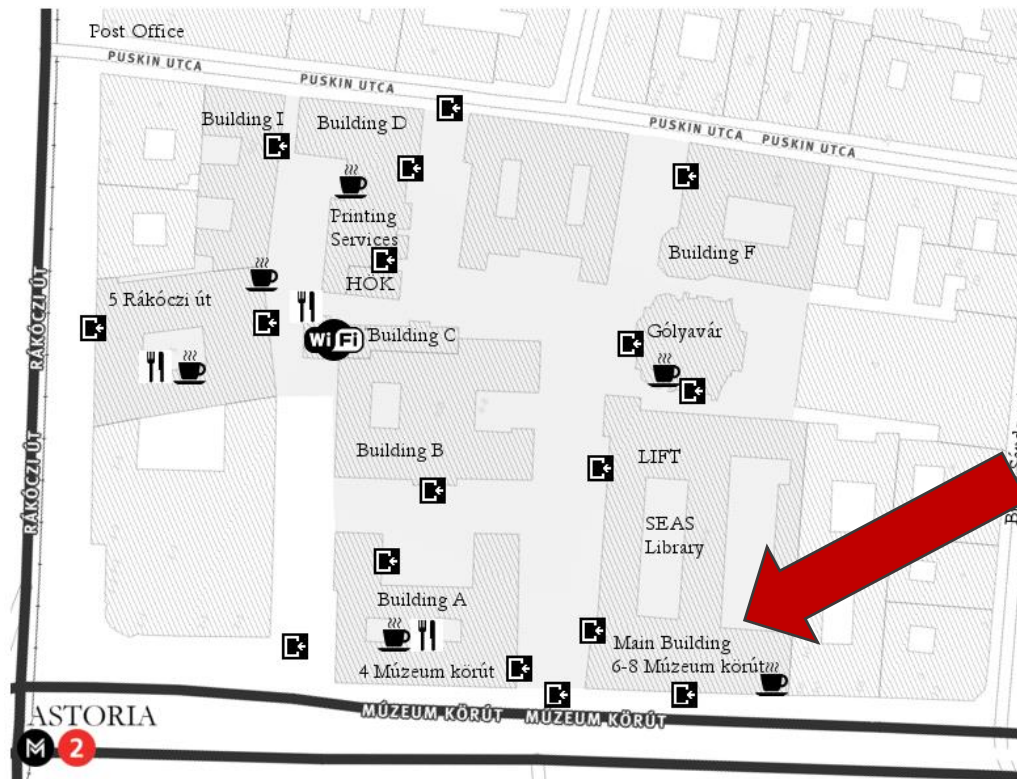
- Aula Étterem (at the campus): whole meals, menus, salads, desserts



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

Eating facilities near the campus

- Műhely Egyetem Café (at the campus): soups, salads, sandwiches, coffee, tea, desserts



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

Eating facilities near the campus

- Vega City: Múzeum krt. 23. (vegan food, menus, burgers)
- Mindenem: Next to ELTE in the direction of Kálvin square
- McDonald's: Astoria
- Burger King: Astoria
- Tesco Express: Astoria (supermarket)
- Aldi: Kossuth Lajos utca 13. (supermarket)
- Lipóti bakery: Rákóczi út 4-6.
- Black Cab burger: Rákóczi út. 19. (hand-made burgers)
- Zoska: Ferenczy István utca 28. (breakfast and café)
- Csendes: Ferenczy István utca 5.
- Belvárosi Disznótoros: Király utca 1d (Hungarian food)
- Mir Kebab: Király utca 1d (fine Turkish food)
- Cserpes café: Sütő utca 2, near Deák square (Hungarian dairy products, sandwiches)





Attention to Gmail users!!!

In many cases official emails send from the ...@btk.elte.hu are automatically directed into a spam folder of your email account.

Have a nice semester!

