



ELTE

FACULTY OF
HUMANITIES

Starting the autumn semester

Dr Attila STARCEVIC (Mr), Deputy Head of Dept of Int Affairs,
Foundation Programme Coordinator

Ms Dóra SZABÓ, Foundation Programme Coordinator

Orientation Week, 4—8 September 2023

BEFORE WE BEGIN introducing the people you will meet

Your foundation programme **coordinators**:

- Dr Attila STARCEVIC, deputy head of DIA, also works at School of English and American Studies
 - Ms Dóra SZABÓ, international coordinator
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- Mr Rezső Jarmalov, international coordinator in SH and Diaszpóra matters (scholarship, TAJ-number, etc.)

Your **director of studies**:

- Dr Kornél ZIPERNOVSZKY (**English** Foundation, International Study Centre)
- Dr Judit BÁNDLI (**Hungarian** foundation, Dept of Hungarian as a Foreign Language)



EDUCATION AND TEACHING ARRANGEMENT

!

All classes start **on campus**

All happenings are **in person on campus**

!

!

The Epidemiological Operative Coordinating Body (JOKT) constantly monitors the information on the spreading of the virus, and it decides about measures accordingly

You will be informed on **when and if** classes go from on campus to online (for whatever reason)

!



EDUCATION AND TEACHING ARRANGEMENT

!

The buildings of the faculty are open (library, offices, cafeterias, etc.)

All public venues in Hungary are open

!

!

Dormitories operate as usual; sick and infected persons are separated according to the house rules

Wearing a mask that covers your nose and mouth is currently not obligatory in communal spaces

!



WELCOME & INFORMATION Week



Programme:

- https://www.btk.elte.hu/welcome-to-our-new-students?_locale=en



Programmes with on campus experience:

- Campus tour
- ESN community programmes for students
- Details: use link above to be in the loop



FOLLOW US ONLINE

Our homepage

- btk.elte.hu
- btk.elte.hu/welcome-to-our-new-students



ONLINE PLATFORMS YOU MAY HAVE TO USE DURING STUDIES



NEPTUN

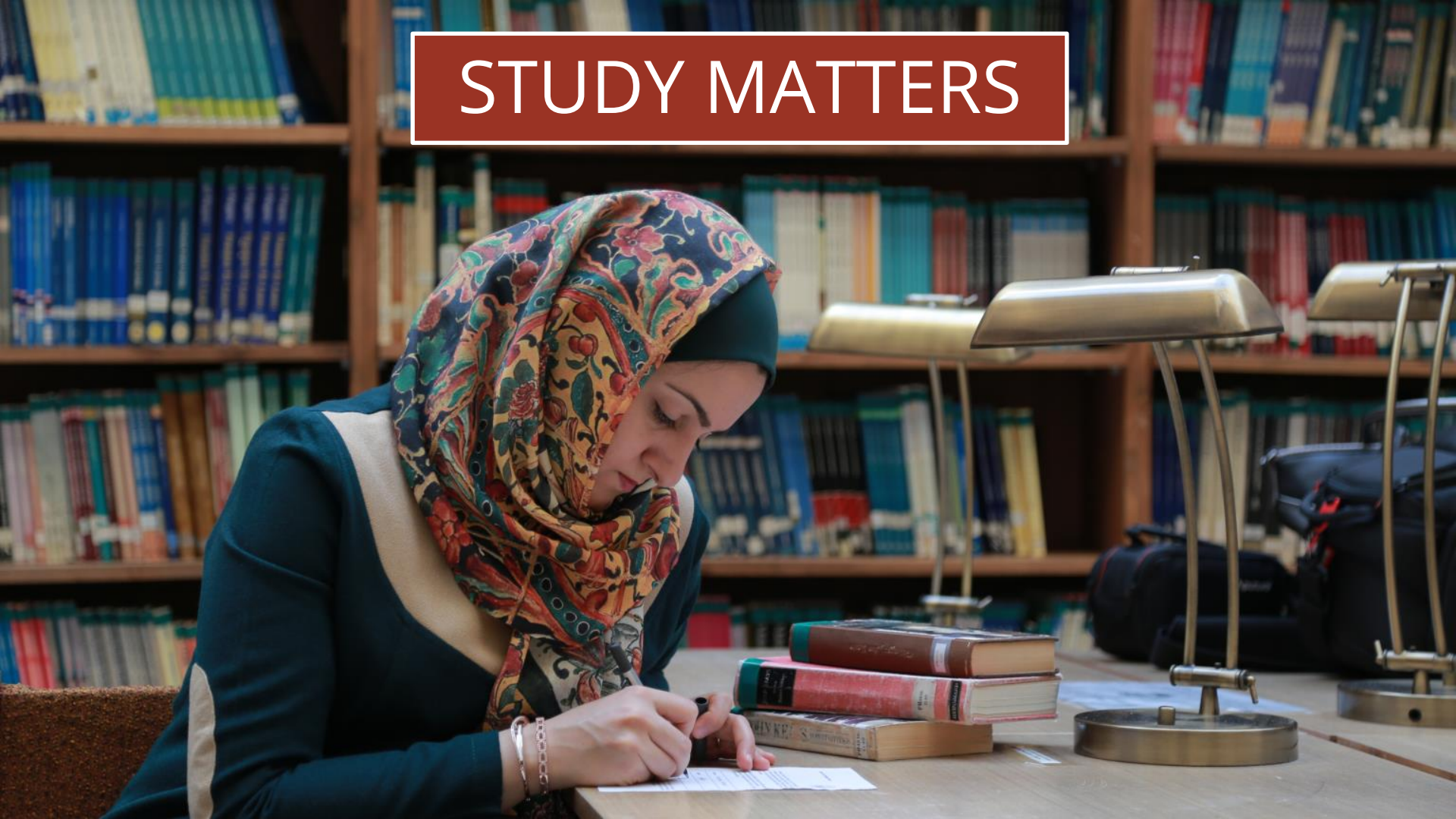


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Orientation Week

STUDY MATTERS



REGISTRATION

Registration is in-person in building A, room 31
(ground floor past the ATM machine to the left)

Book an appointment with us IF and ONLY IF you know you will be in Budapest at the chosen date (link already sent to those who filled in the arrival questionnaire)



DOCUMENTS NEEDED FOR REGISTRATION

Bring the originals and photocopies as well

DOCUMENTS required for registration (please have them at the ready when you come to meet us)

- ✓ **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 are an SH scholarship holder, disregard this)
- ✓ **passport**
- ✓ your original **certificate of matriculation** (**graduation certificate** from high school and **list of completed subjects** (transcript))
- ✓ your **Hungarian address** (postcode, city, name of the public place, floor, door number)
- ✓ your **Hungarian phone** number (acquire one from one of the providers in Hungary)
- ✓ **student visa page**
- ✓ **2 colour passport photos** – Write your full name on the back with capital letters



What happens when today?



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



You will find this ppt at

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



IMMEDIATELY AFTER THIS short campus tour of the Int Study Centre with your coordinator(s)



AT 3:30 PM TODAY big campus tour starting outside Múzeum körút 4



What happens later in the week (or next week)?



Placement Tests for En Found (starting on 6 Sept)

Upon registration, we will forward your name and email to our teaching staff, they will be in touch regarding your placement test (keep checking your mail box, including the spam folder looking for instructions)

First round of placement tests: 6 Sept (Wed) 8:30 Int Study Centre (Main Building, 3 Floor, Teachers' Common Room #305)

Placement Tests for HU Found

expect an email from your academic director (Dr Judit Bándli)



Registration

in person **ongoing until 29 Sept** (ask for appointment by writing to us at foundation@btk.elte.hu)



Contents



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



!

Stay here legally



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Keeping your stay legal

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

Registration is a must





If you are not required to have a student visa for entering Hungary, you must initiate registration as soon as you can at <https://enterhungary.gov.hu/eh/?en>

This is a procedure you must complete yourself. This is how you will obtain your residence permit.



Your Residence Permit





Keeping your stay legal



- Keep your active student status
- Keep us informed at all times about changes
- Report all emergencies affecting your status
- Request information from us if you have any doubts or questions





Keeping your stay legal: active vs. passive status



- By registering in person 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





Picking up your residence permit:

Building A, room 30 (Mrs Katalin Csikó)



If it has not arrived yet, we will let you know when it has





Student ID (aka Student card)



Where?

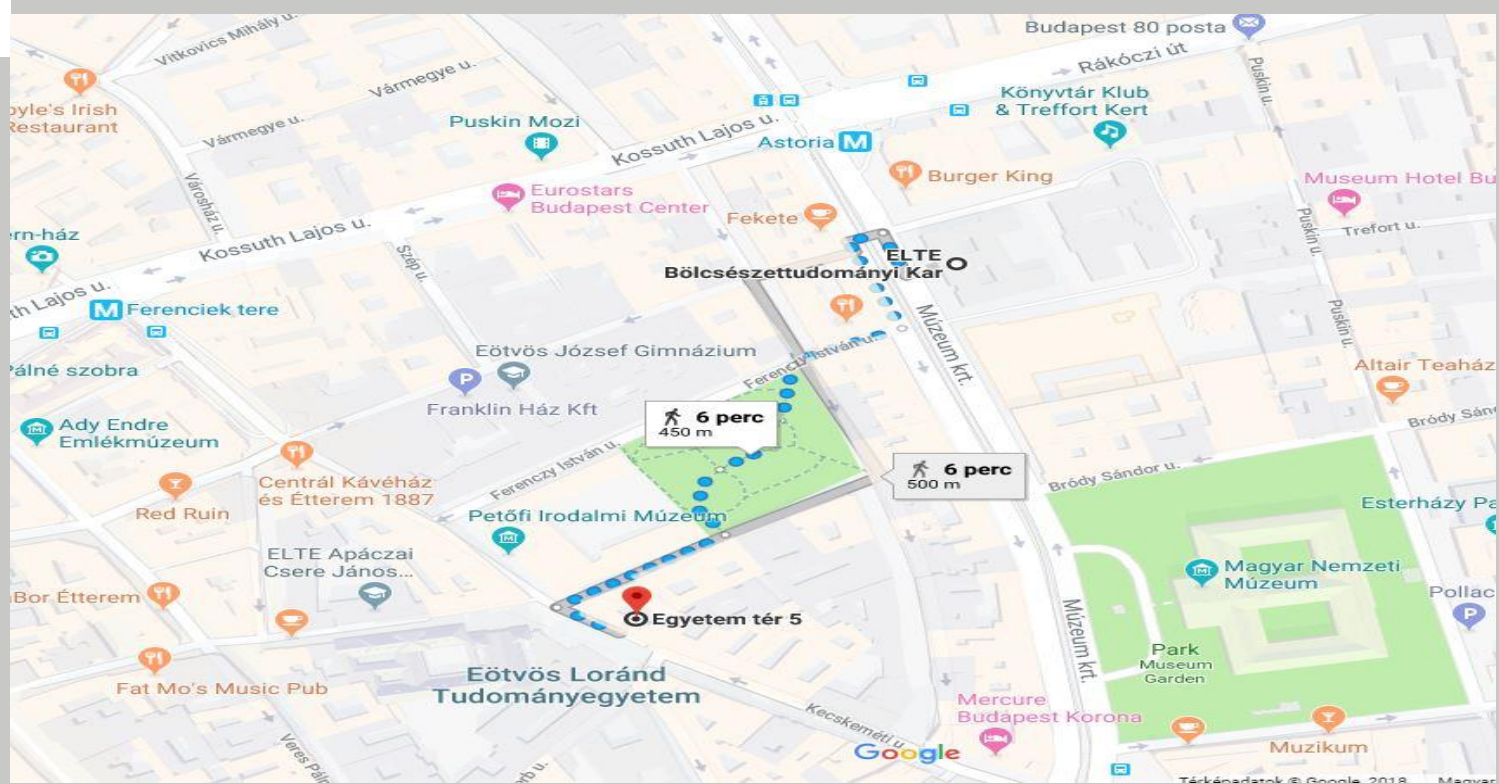
Quaestura Office Services (not the Faculty), see for details at <https://qter.elte.hu/>



What do they do? They issue

- Neptun code and password
- Certificate of Student Status (active/passive)
- Student ID/Card (*NOTE: do not ask for your student ID from us, we do not issue them*)
- Health Insurance





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Student ID

Students staying for shorter than 12 months



- Temporary Student ID paper (not a plastic card)
- Issued by Quaestura Office
- Show identification
- Know your Neptun Code and password
- DO NOT forget: the ID is valid for up 60 days, must renew it regularly (for end date check point 6 on the paper card)





Student ID/Card Is Good For What?

Discounted transportation in Budapest



Points to remember:

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



Available around the 3rd week of September



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Orientation Days



Further Points to Remember

- You must have a validated (punched/time stamped) ticket or a valid monthly pass on the vehicles (DO NOT get on vehicles without this)
- 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



- If you do not yet have your student ID, buy a full price monthly pass (9500 HUF) for a month, after that use your student ID
- Budapest Transport Services (BKK) exchanges it for a student pass when you have the Student ID paper





Finances



First-year-students: before enrolment

After the first semester:

deadline – mid January/September (NOT March)



Payment details & tuition fees: <https://btk.elte.hu/fees-and-finances>



Payment happens through neptun using your neptun code: follow the instructions you receive in the notification on payment (NOP)



+

Open a bank account in Hungary

+

**Scholarship holders (SH, Diaszpóra):
you have to own a bank account in Hungary**



+

Open a bank account in Hungary

+

You can open an account at any bank
Closest bank:
near Astoria (campus): Károly krt. 1



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Buy a Hungarian SIM card



Choose from a variety of providers:



Yettel.

- Yettel: (closest to the campus: Károly krt. 3/a, 1075 Hungary)



vodafone

- Vodafone



T . .

- Telekom



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Summary



- Health Insurance:

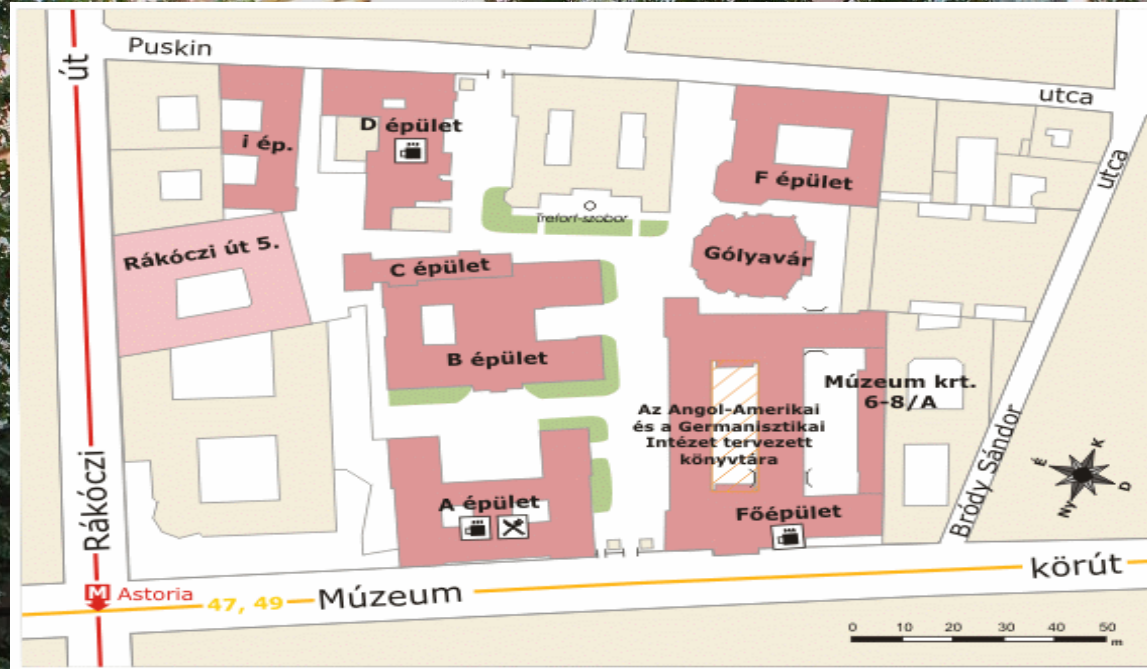
- A) Scholarship holders: **Covered** (must have a TAJ szám/number, **go to Quaestura** for assistance)
- B) Self-payd students: **Buy an insurance policy in Quaestura** (Egyetem tér 5., 1053 Bp)

- **Student Card:** Quaestura (after registration)

- **Mobile Phone/SIM Card:** Yettel, Vodafone, Telekom (find your provider, google your nearest spot, go to a shopping mall)



Campus



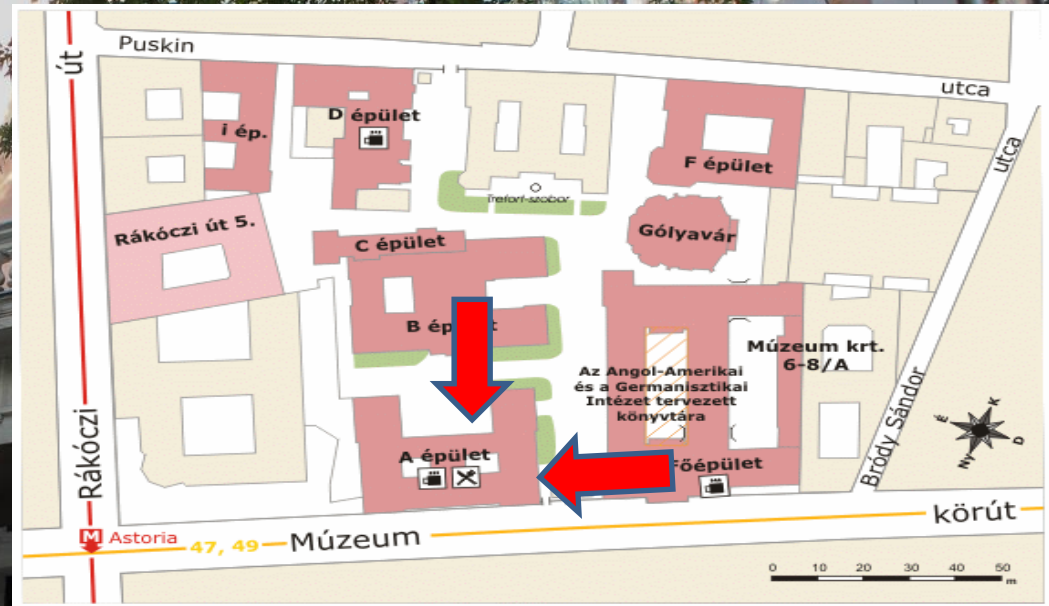
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Where is Your Dept of Int Affairs (DIA)?

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



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How Do I Contact DIA?

By email:

foundation@btk.elte.hu

During Our Office Hours (not earlier, not later):

Monday: 13.00-16.00

Tuesday: no office hours

Wednesday: 13.00-16.00

Thursday: no office hours

Friday: 9.00-12.00



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Courses

Registration Week: 4—8 Sept

Last Day to Register for Aut 2023: 29 Sept 2023

Study Period: 11 Sept until end of Jan 2024

Exam Period: End of January for mid terms (details to follow)

Last teaching day: 2 Feb 2024 (Fri)

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

Note: academic calendar may change without further notice due to possible unforeseen circumstances



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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



Exams

We will register your mid term exams for
you.
This will happen in January...



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A few interesting facts about subjects and courses

Always check the [study unit list / curriculum](https://btk.elte.hu/en/content/foundation-programmes.t.3437?m=245) at

<https://btk.elte.hu/en/content/foundation-programmes.t.3437?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
- Recommended semester
- Prerequisites



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



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Which device can I use for my classes?
Laptop (+ microphone + camera), **phones are not allowed**



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Institutional websites

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

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

Find Education

Find Foundation programmes

(find EN, DE or HU)



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Academic Regulations / Absence Policy



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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 results
- 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
- 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 Grading system

Five-point scale:

- An 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.

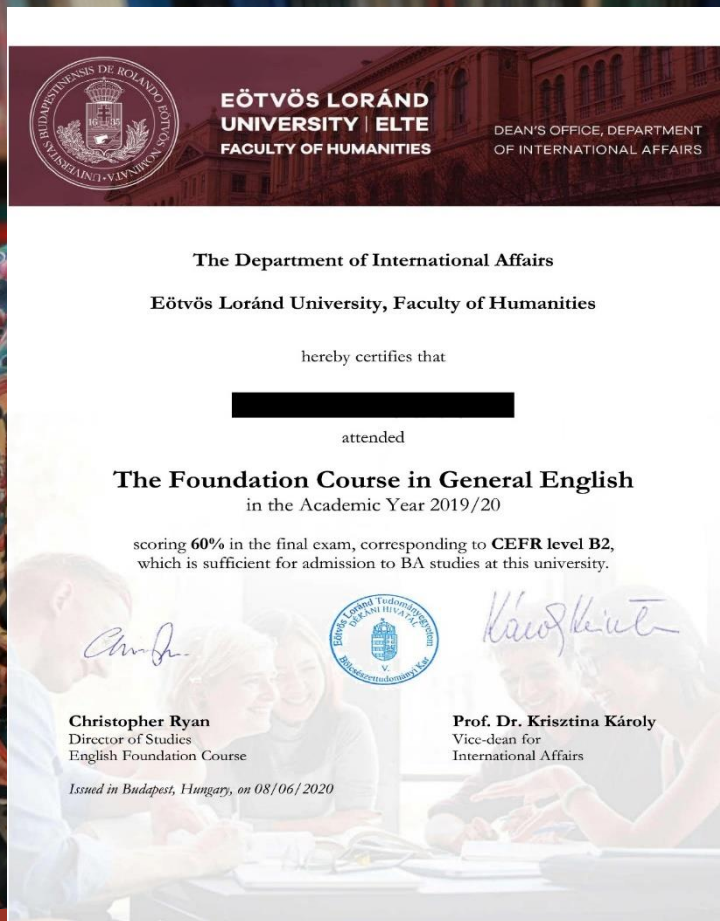


What happens at the end of the spring semester next year if you pass ALL your subjects during the course of your 2 semester programme?

- 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 (such certificates will not be issued)
 - Hungarian: all levels will be shown (B1, B2, C1)



Sample Certificate



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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
- BA in Hungarian

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.



Registration and picking a time slot

In Person Registration:

- please [pick time](#) slot



Documents needed for on campus personal 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) 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

About deadlines on possible refund cases read our 2nd information letter (sent to your email address given in Dream Apply)



Technical issues, and other practical matters

Use Wi-Fi at the campus

You can use the 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

On how to ask for the wi-fi and set it up:

Step 1. IIG ID: <https://www.elte.hu/en/it-support>

Step 2. Setting up the Wi-Fi connection: <https://btk.elte.hu/en/content/it-support.t.5128?m=350>



Copy shops

- Building R on the campus (Rákóczi út 5) or
- Kálvin square, 5-8 min walk from the campus:
 - Mini Copy
 - Copy Guru



What happens now?

- **'small' tour of the International Study Centre** (the place of your classes) -- **NOW, DON'T GO AWAY**
- **'grand' tour: at 3:30 pm** (given by the Students' Union) of the whole of the campus, **COME BACK**, be at the big gates outside Múzeum körút 4



Small tour covers the place of your classes (International Study Centre)



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Thank you for your attention

Enjoy your semester with us

btk.elte.hu

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[instagram/elte_btk](https://instagram.com/elte_btk)