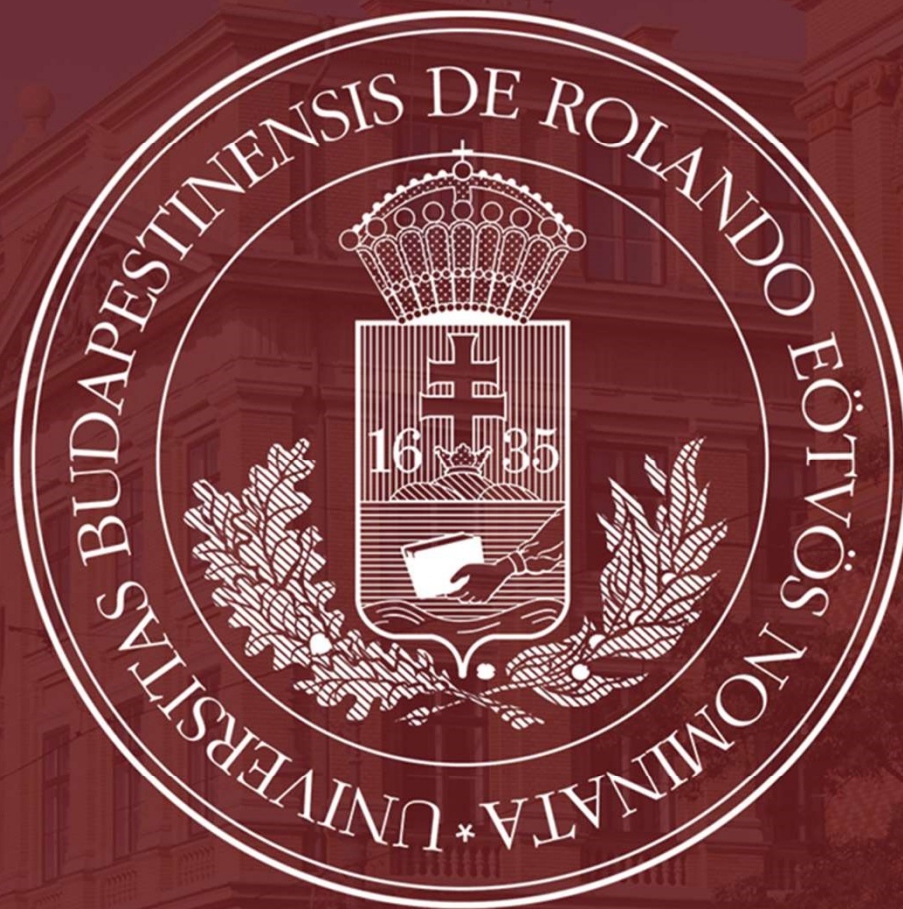


FACULTY OF HUMANITIES



EÖTVÖS LORÁND TUDOMÁNYEGYETEM — EÖTVÖS LORÁND UNIVERSITY

# ELTE BTK Welcome Week

Useful information for the start of  
the semester

**Monday, 2nd September 2019**

**Department of International Affairs**

# Before we begin, introducing the people you will meet often

- Your foundation programme **admin coordinators**:
  - Dr Attila STARCEVIC (deputy head of DIA, School of English and American Studies)
  - Dóra SZABÓ, international coordinator
- Your **directors of studies**:
  - Christopher RYAN (**English** Foundation, International Study Centre and School of English and American Studies)
  - Ildikó DARÓCZI (**German** Foundation, School of Germanic Studies) and
  - Dr Roberta RADA (Head of the School of Germanic Studies)
  - Dr Katalin SZILI (**Hungarian** Foundation, Dept of Hungarian as a Foreign Language)



# What will happen in the next few hours?

- **NOW** you will hear a short **introduction** on your programme
- **NEXT** your directors of studies will say a few words of welcome
- **LATER Stipendium Hungaricum** students wait for me to be taken to **another short introduction**
- **EVEN LATER: Campus Tour**
  - German foundation please **follow Ildikó**
  - Hungarian foundation please **follow professor Szili**
  - English foundation please **follow ME**



# What will happen later in the week?

- **Placement Tests**
  - **English:**
    - **3 Sept (Tue):** written: 9 am, oral: 10 am (Main Building, 3rd floor, teachers' room)
    - **4 Sept (Wed):** written: 9 am, oral: 10 am (Main Building, 3rd floor, teachers' room)
    - **5 Sept (Thu):** written: 9 am, oral: 10 am (Main Building, 3rd floor, teachers' room)
  - **German:**
    - 03.09.2019 (Germanistisches Institut, H-1088 Budapest, Rákóczi út 5),  
Schriftlich: 10:00 Uhr, Raum: 245, Mündlich: 13:00 Uhr, Raum: 245
  - **Hungarian:**
    - 4 Sept 12 am (noon), Building I (basement/lower ground floor, room -106)
- **Registration: in person (starting tomorrow, see information letter)**





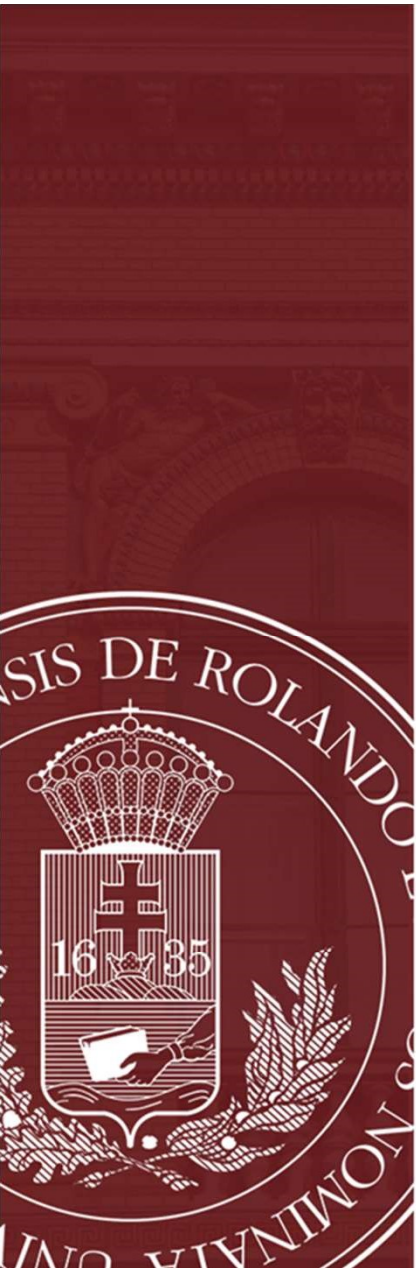
Let's see the more stressful aspects of this presentation



# 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*  
- *OIF* (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 the latest**
- Make sure you have all required documents, so you won't have to go back

*More information:*

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



## Keeping your stay legal

### Non-EEA students

- Obtain your Residence Permit
- **Within 30 days after your arrival the latest**
- Make sure you have all required documents, so you won't have to go back

*More information:*

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



# Keeping your stay legal

## The Residence Permit





# Keeping your stay legal

## The Residence Permit

If you arrived with a D-type visa, you will have the opportunity to get your Residence Permit at the Faculty on one of these occasions

Where: **BTK Kari Tanácsterem / Council Hall (Building A, i.e, HERE)** on

- September 18: 9:00-13:00
- October 7: 9:00-13:00
- October 15: 9:00-13:00
- October 21: 9:00-13:00
- October 28: 9:00-13:00

**When your Residence Permit is ready, you will be contacted by email**

**If you arrived with a tourist visa, you will have to ask for residence permit on your own (check the site of the *National Directorate-General for Aliens Policing*). Receiving it is not guaranteed.**





Keeping your stay legal

**Non-EEA students, always keep in mind:**

- Declare your 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

- **Declare your student status** during the registration period of each semester
- 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 you also have to pay the full tuition fee





## Chapter 2

### Student ID (Student card)



## Quaestura Office Services

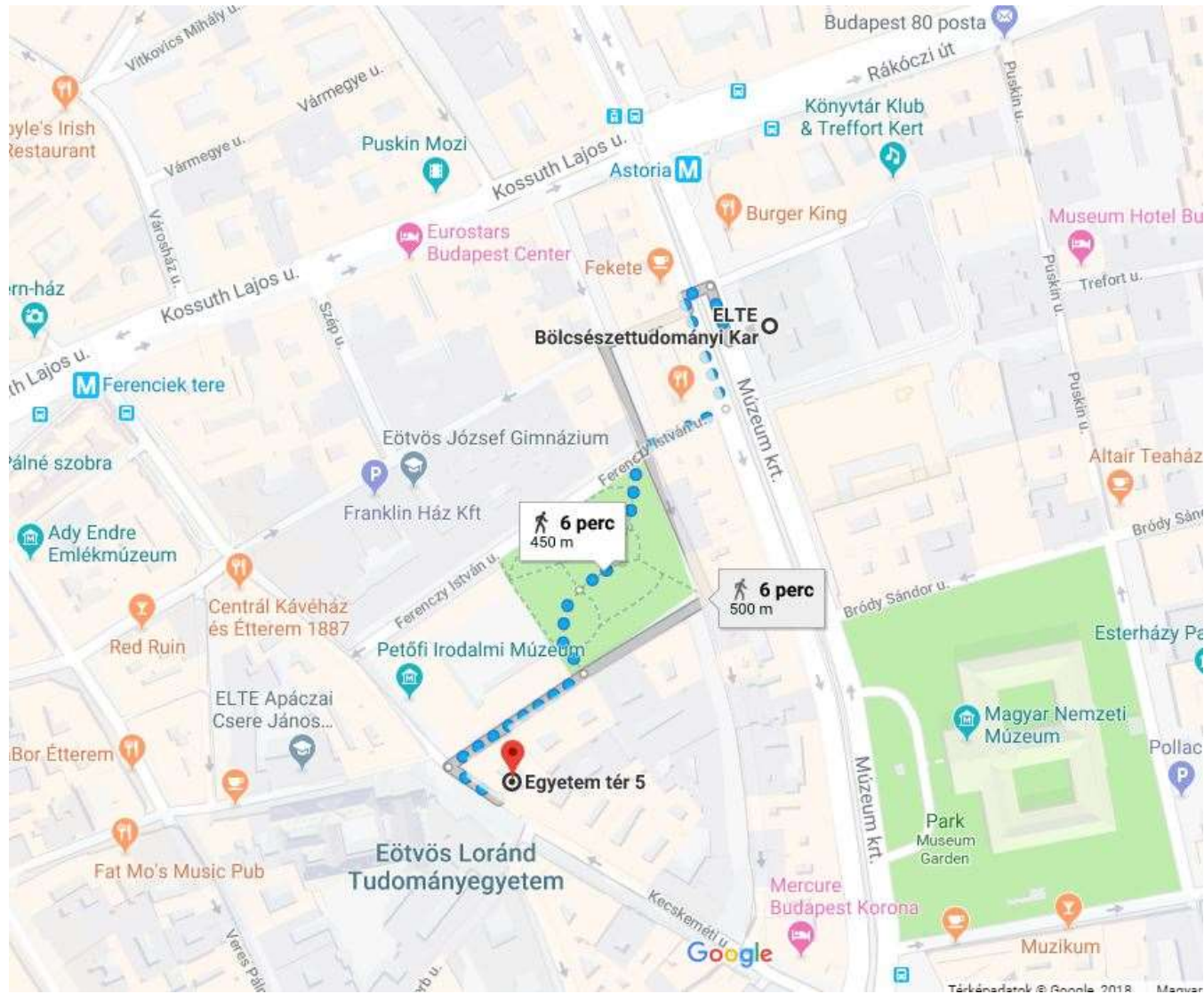
- Neptun Password help (if you do not have a password yet, go to Quaestura)
- Certificate of Student Status (active / passive)
- Processes Student Identification
- Arranges Health Insurance

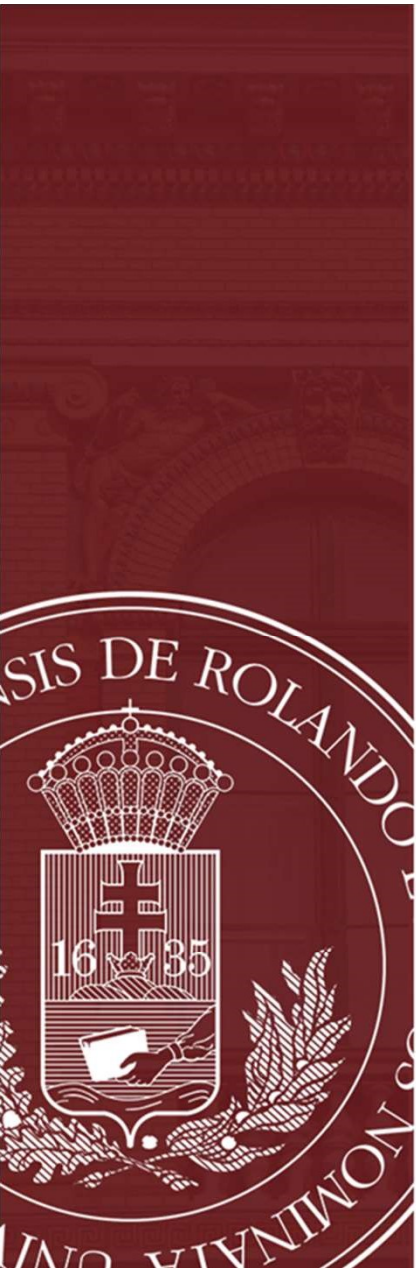
# Quaestura Office Location

**Egyetem tér 5  
1053 Budapest**

About a 10 minute  
walk from the  
Faculty of  
Humanities







## Quaestura Office Opening hours

<b>Monday:</b>	9:00 - 16:00
<b>Tuesday:</b>	9:00 - 16:00
<b>Wednesday:</b>	12:00 - 19:00
<b>Thursday:</b>	9:00 - 16:00
<b>Friday:</b>	8:00 - 14:00

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** **(not a plastic card)**

- Issued by Quaestura Office
- Bring identification
- Know your Neptun Code

Available around the 3rd week of September

- *DO NOT forget: valid for 60 days, must renew it regularly (for end date check **point 6** on the paper card)*



## 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
- + your monthly pass
- **Monthly discounted pass: 3450 HUF**
- Your student ID card number is necessary for the pass



## 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)
- **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

### Finances

# Paying the tuition fee

First-year-students: before enrolment

After the first semester:

- Autumn semester deadline– 15th October
- Spring semester deadline – 15th March



# Paying the tuition fee

Payment details & tuition fees:

<https://btk.elte.hu/en/content/fees-and-finances.t.3389?m=240>



# 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**

**2019/20 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**

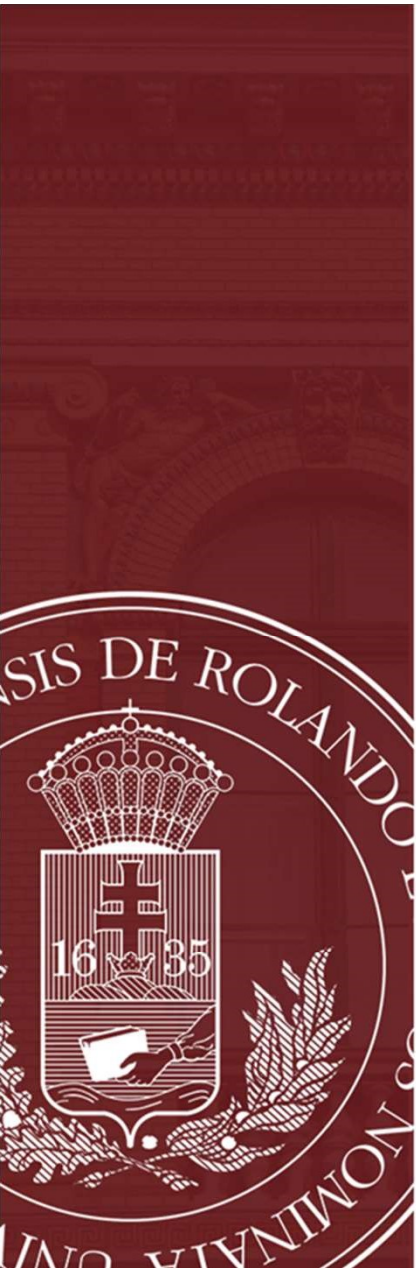


# Open a bank account in Hungary

## Full-time students:

you have to own a bank account in Hungary





# Open a bank account in Hungary

You can open the account at any banks.

Recommended bank:

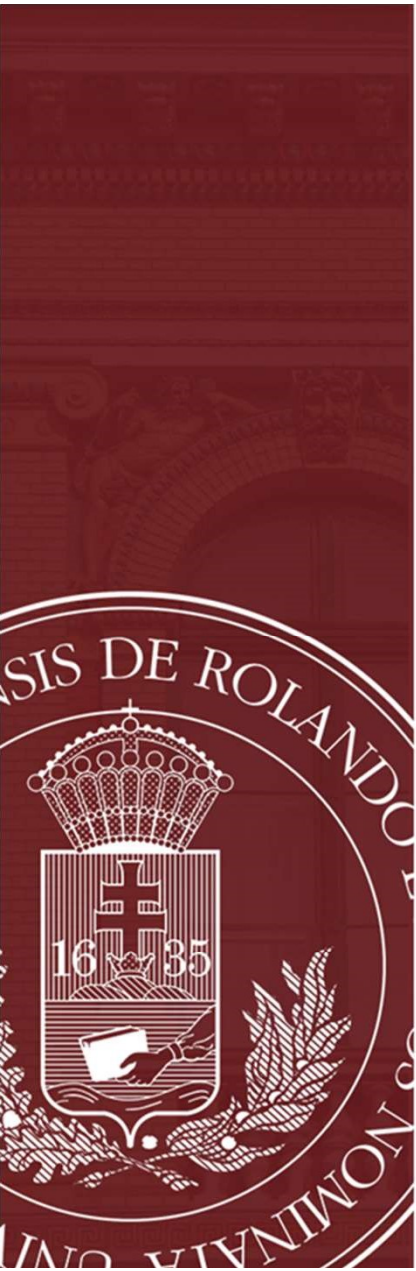


near Astoria (campus): Károly krt. 1

OTP ATM/cash dispenser:

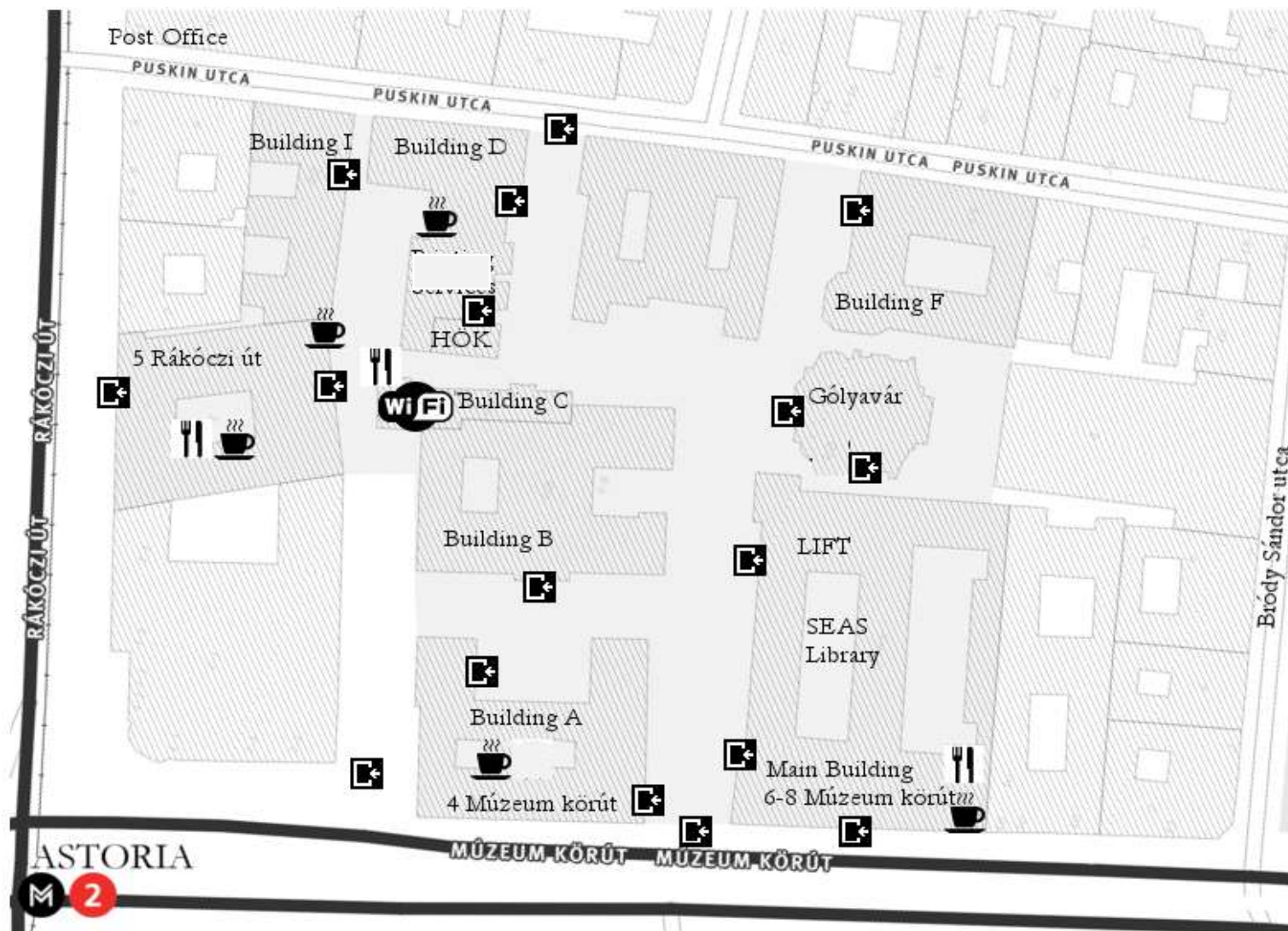
in building 4/A, next to the Dept of International Affairs



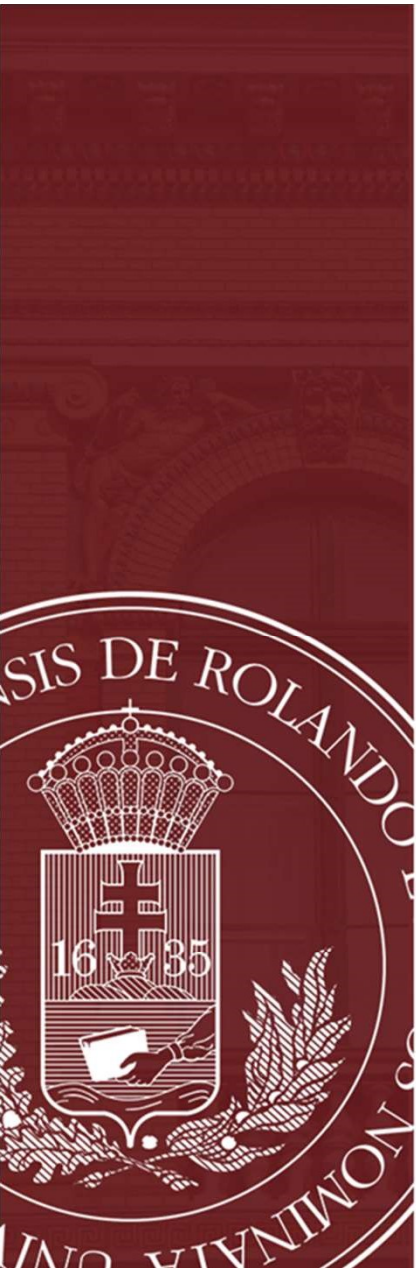


# Chapter 4

## Campus



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

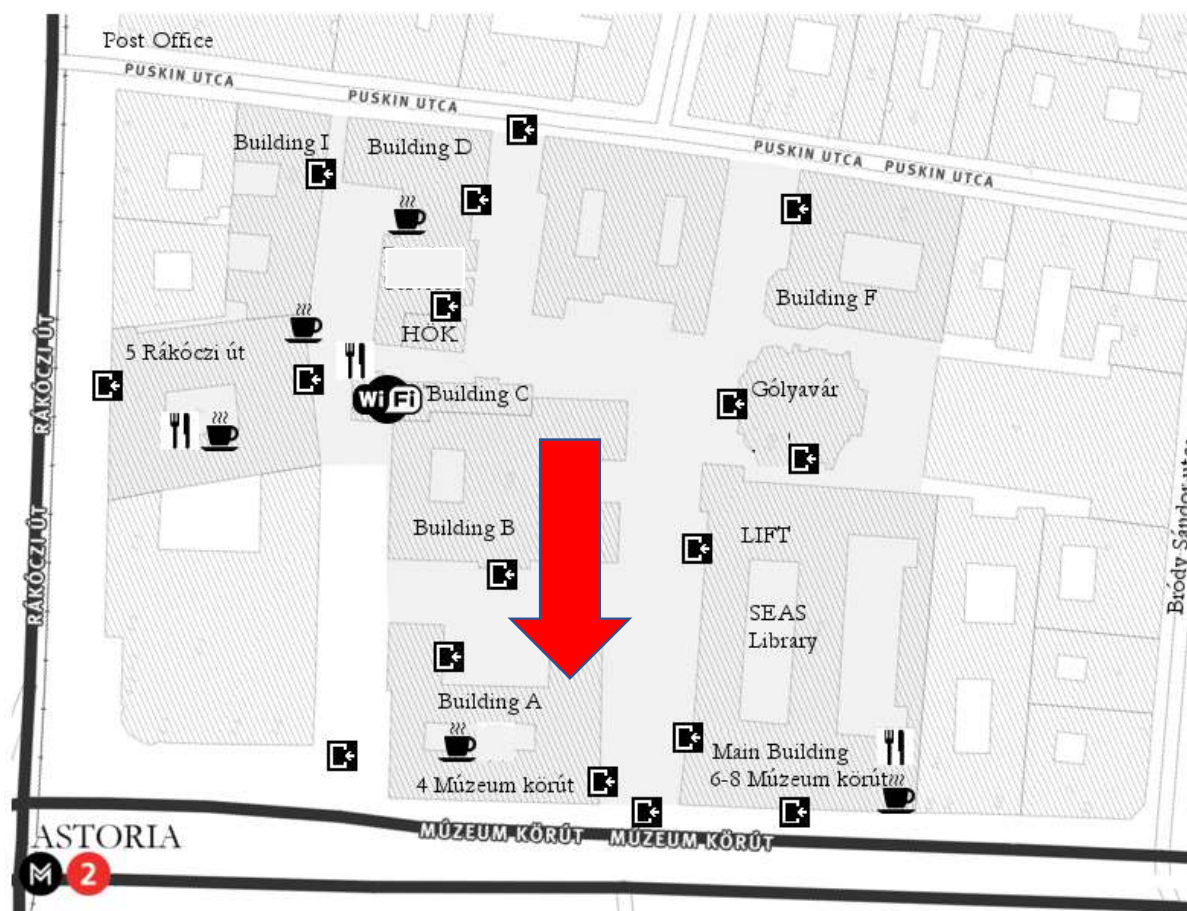


## Department of International Affairs (DIA)

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?

Walk-in Office Hours (after the registration week)

### ***When?***

Monday: 13.00-16.00

Wednesday: 13.00-16.00

Friday: 9.00-12.00

*Tue and Thu: closed*

### ***Where?***

Building A, Office 31

Beyond office hours, reach us by email.

*Please respect our Office Hours, we can only help if we have time to work on your issues!*

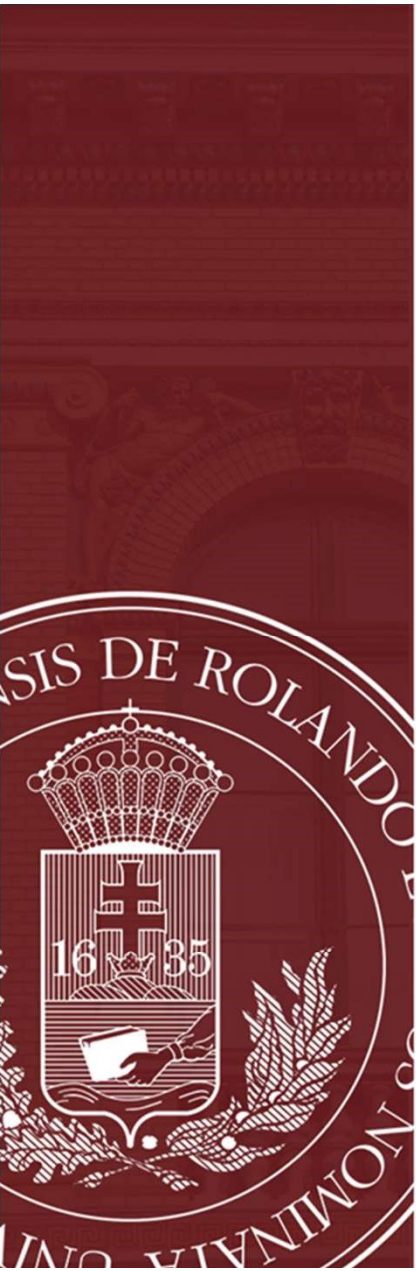


How do I contact DIA?  
By appointment

Ask your coordinator by email to  
check if you can come out of office  
hours:

[foundation@btk.elte.hu](mailto:foundation@btk.elte.hu)





# Chapter 5

## Courses

## Semester

- Registration period:  
2019-09-02–2019-09-06
  - Study period:  
2019-09-09–2019-12-14
- Exam period (if you have no exams, forget about it):  
2019-12-16–20-02-01





# Course registration period

In the foundation programme, DIA enters your courses into  
NEPTUN

## **Why?**

- There is no cherry picking, you must take (and 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

DIA will help you register your proficiency exam(s) in  
NEPTUN

This will hapen in December (and later in May)...



# A few interesting facts about subjects and courses

- Always check the [study unit list / curriculum](https://www.btk.elte.hu/en/content/education.cl.19?m=11) (pdf or printed):  
<https://www.btk.elte.hu/en/content/education.cl.19?m=11>
- The curriculum shows:
  - Code of the subject
  - Title of the course
  - Credits
  - Recommended semester
  - Prerequisites



# Codes

## BBI-NEM-P10DE

BBI	NEM	P10DE
B = BTK B = Bachelor I = International	Institute / school	Subject number and sub-group

- BBI = foundation and BA courses
- BMI = MA courses
- BMVD = free electives
- VTN = sport courses



# Always check the prerequisites!

<b>BBI-NEM-P10DE</b>	Grammatik und Wortschatz 2.	2	G	k	150	8	<b>BBI-NEM-P01DE</b>
<b>BBI-NEM-P12DE</b>	Komplexe Entwicklung der Fertigkeiten 2.	2	G	k	180	12	<b>BBI-NEM-P01DE</b>



Strong prerequisite:

e.g. **BBI-NEM-P01DE**

The prerequisite has to be completed previously



# 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 and placement test dates) at:

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

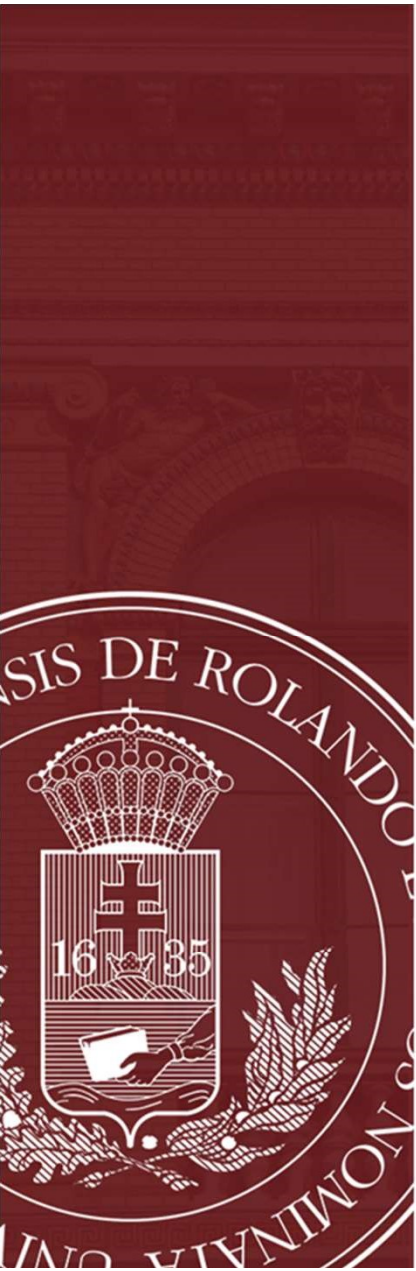
Find Education

Find Foundation programmes

(find EN, DE or HU)







## Chapter 6

# Academic Regulations / Absence Policy

# Academic Regulation

## Plan things ahead...

Academic calendar:

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





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

- You are here to study in an academic programme, not miss classes, be chronically late for classes, work full time, 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/beginning of February) 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 program (= 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

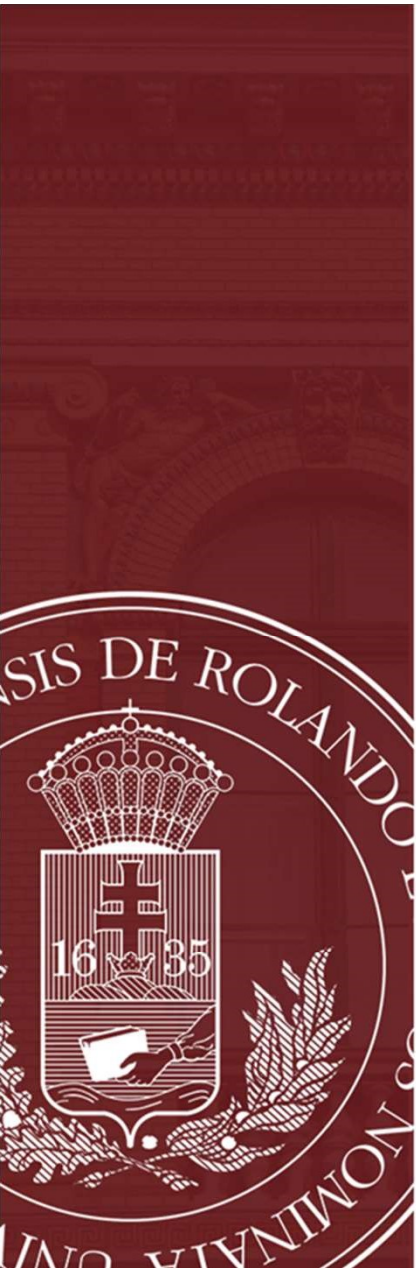
(based on University Regulations adapted to the foundation programme)

- 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 that subject. 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
- What are the consequences?
  - You will not be given a certificate of completion of the foundation programme at the end of the 2nd semester



## Academic Regulation Official requests

All requests related to your studies must be submitted at the Department of International Affairs.

Consult the Academic Regulations manual

<http://www.elte.hu/en/regulations>



# 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.





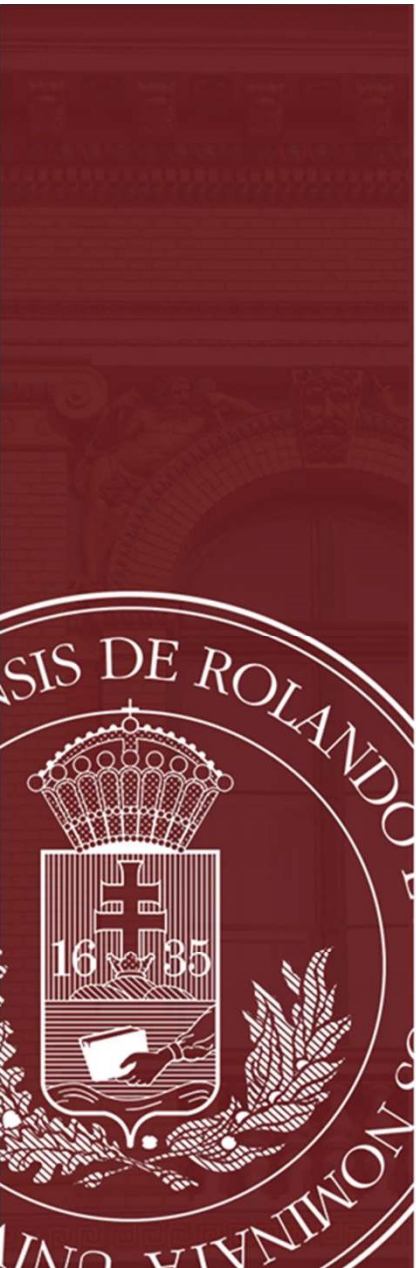
What happens at the end of the spring (2nd) semester if you pass ALL your subjects?

- If you pass ALL your subjects (+ the progress/proficiency exam(s)) of the 1st and 2nd semester, you will get a certificate of completion of the foundation programme stating that you passed all the subjects of the foundation programme
- The certificate will also show if you managed to achieve the B2 level
- You will also get a credit certificate (stating all the credits you completed)



What happens at the end of the spring (2nd) semester if you DO NOT pass ALL your subjects?

- There is no certificate of completion of the foundation programme, so nothing will show your level of language proficiency
- You will get a credit certificate (stating all the credits you completed)



## Chapter 7

Technical issues, and other practical matters

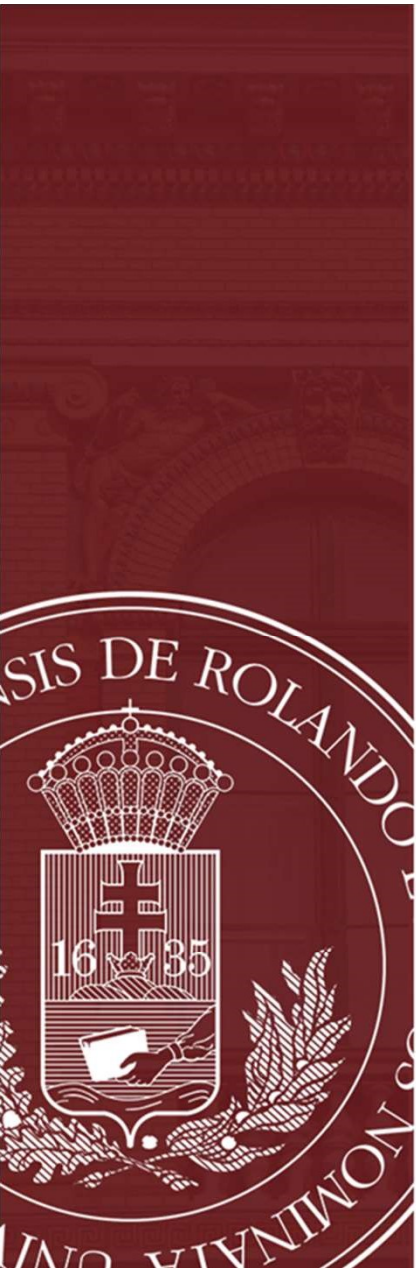
# Use Wi-fi at the campus



- 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](http://iig.elte.hu/file/Setting_WIFI_connection.pdf)

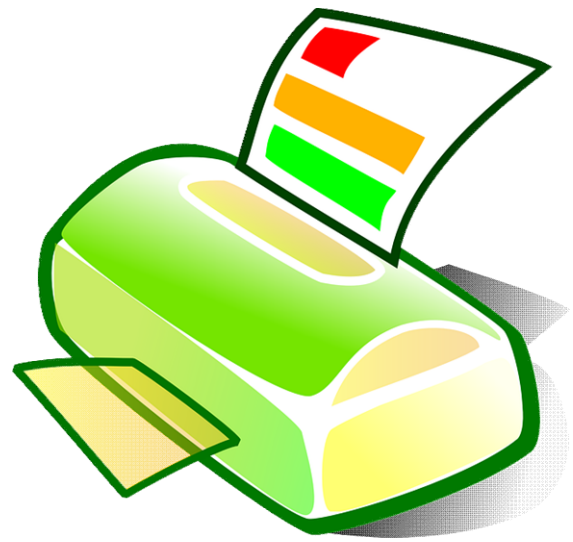




# Copy shops

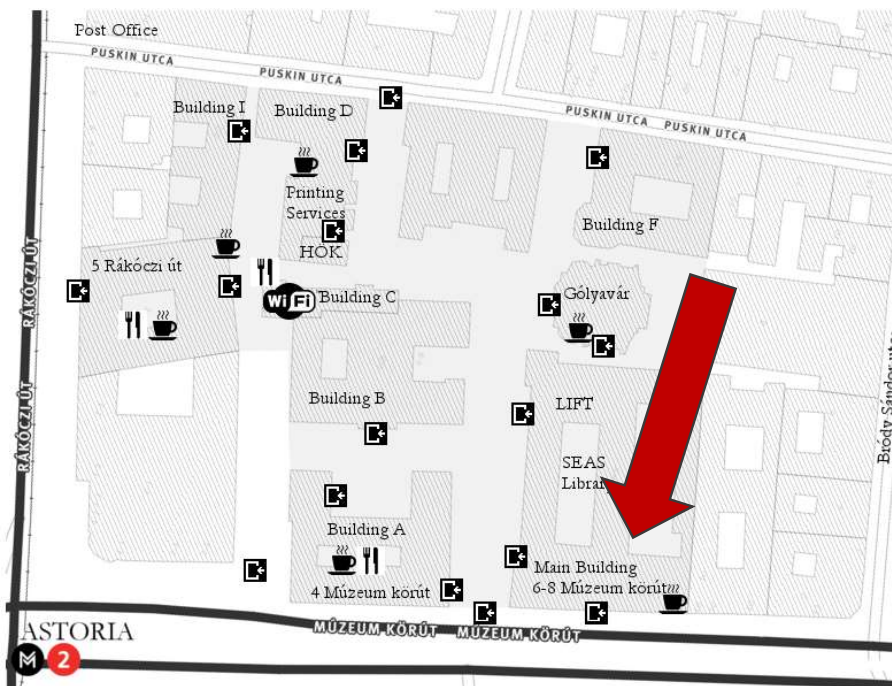
Kálvin square, 5-8 min walk from the campus:

- Mini Copy
- Copy Guru



# Bookshop

Book shop at the campus: main building, basement



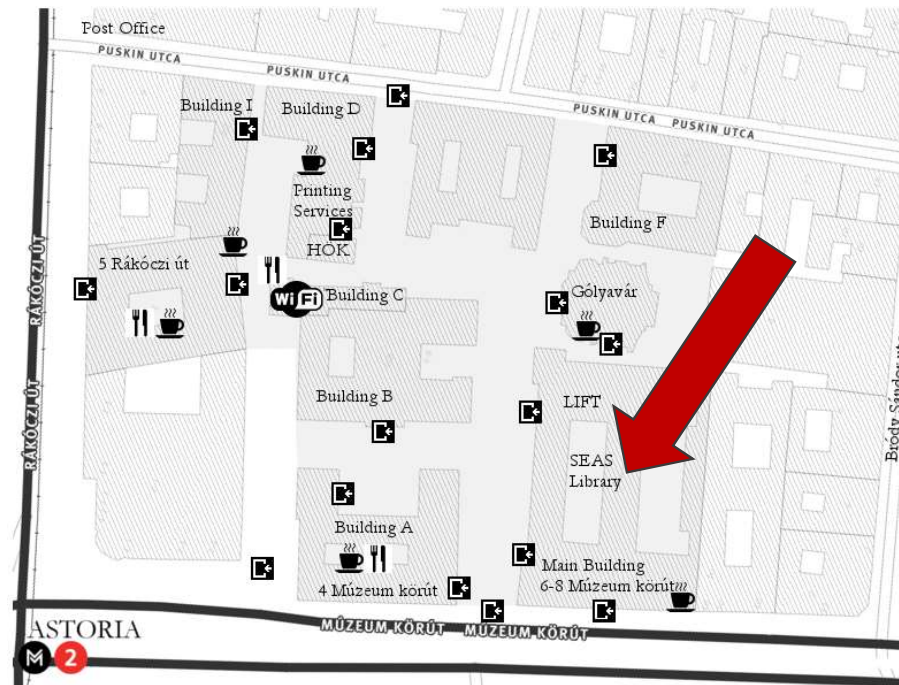
SEAS: School of English and American Studies  
HÖK: Hallgatói Önkormányzat (Student Union)

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

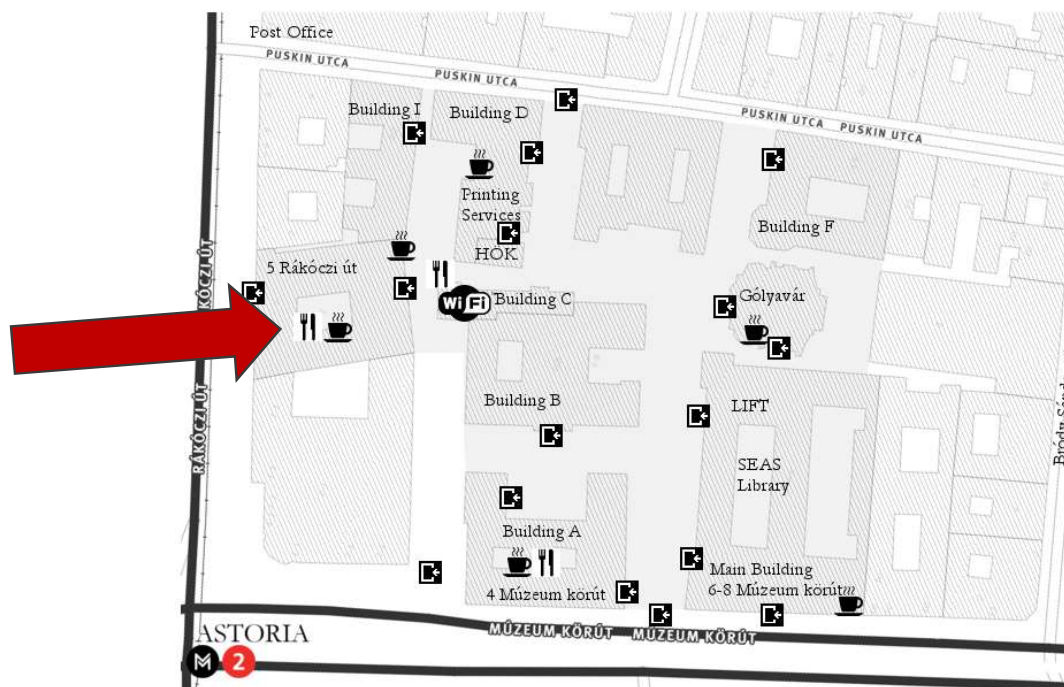
Friday: 9:00-14:00





# Eating facilities near the campus

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

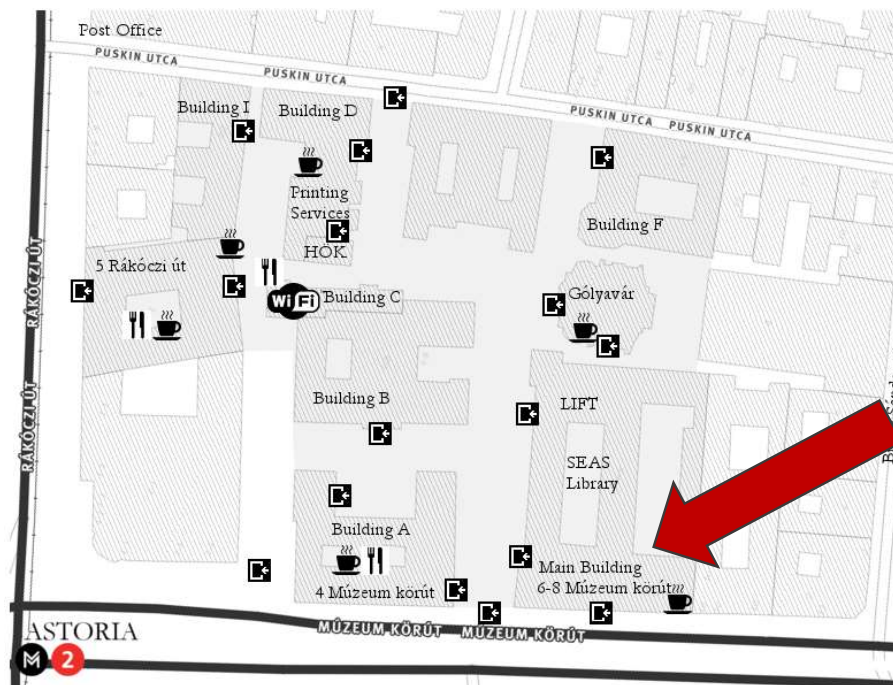


SEAS: School of English and American Studies  
HÖK: Hallgatói Onkormányzat (Student Union)



# 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 Onkormányzat (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
- Fekete: opposite Building A across Múzeum krt (fine coffee, pastries and cakes)
- 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)



Have a nice semester!

