

FACULTY OF HUMANITIES



EÖTVÖS LORÁND TUDOMÁNYEGYETEM — EÖTVÖS LORÁND UNIVERSITY

# ELTE BTK Welcome Week

## Useful information for the start of the Spring semester

**Monday, 4th of February 2019**

**Department of International Affairs**

**Noémi Farkas**

**Foundation Programme coordinator**

# Contents

- Legal stay/Visa and Status
- Student ID
- Bank account
- Campus
- Courses
- Academic regulations
- Technical and practical issues
- Registration week's next steps





# Chapter 1

Stay here legally

# Keeping your stay legal

## Immigration and Asylum Office (BMH)

**Registration at the Immigration and  
Asylum Office is a MUST!**



# Keeping your stay legal

## Immigration and Asylum Office (BMH)

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](mailto:nef@bah.b-m.hu), [bp2@bah.b-m.hu](mailto: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	08:30-13:00
Tuesday	13:00-17:00
Wednesday	08.30-12.00
Thursday	08:30-13:00
Friday	08.30-12.00



# Keeping your stay legal

Immigration and Asylum Office (BMH)

- 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 – Report to the Office of Immigration and Nationality

- Obtain a Registration Card
- **Within 90 days after your arrival latest**
- 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

## Non-EEA students – Report to the Office of Immigration and Nationality

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

*More information:*

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



# Keeping your stay legal

## The Residence Permit





## 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

- It is important that you **clarify your student status** during the registration period of each semester.
- If you are staying in Hungary as a student admitted by the Faculty of Humanities of ELTE, **it is compulsory for you to keep DIA informed about your desired status.**
- In case you need to leave Hungary temporarily (e.g. due to a medical emergency in your home country), it is your duty to inform us about your departure.
- **It is strictly forbidden to have an 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 concerned authorities and may lose their visa.





## Chapter 2

### Student ID (Student card)

## For ELTE Students: Quaestura Office Services

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



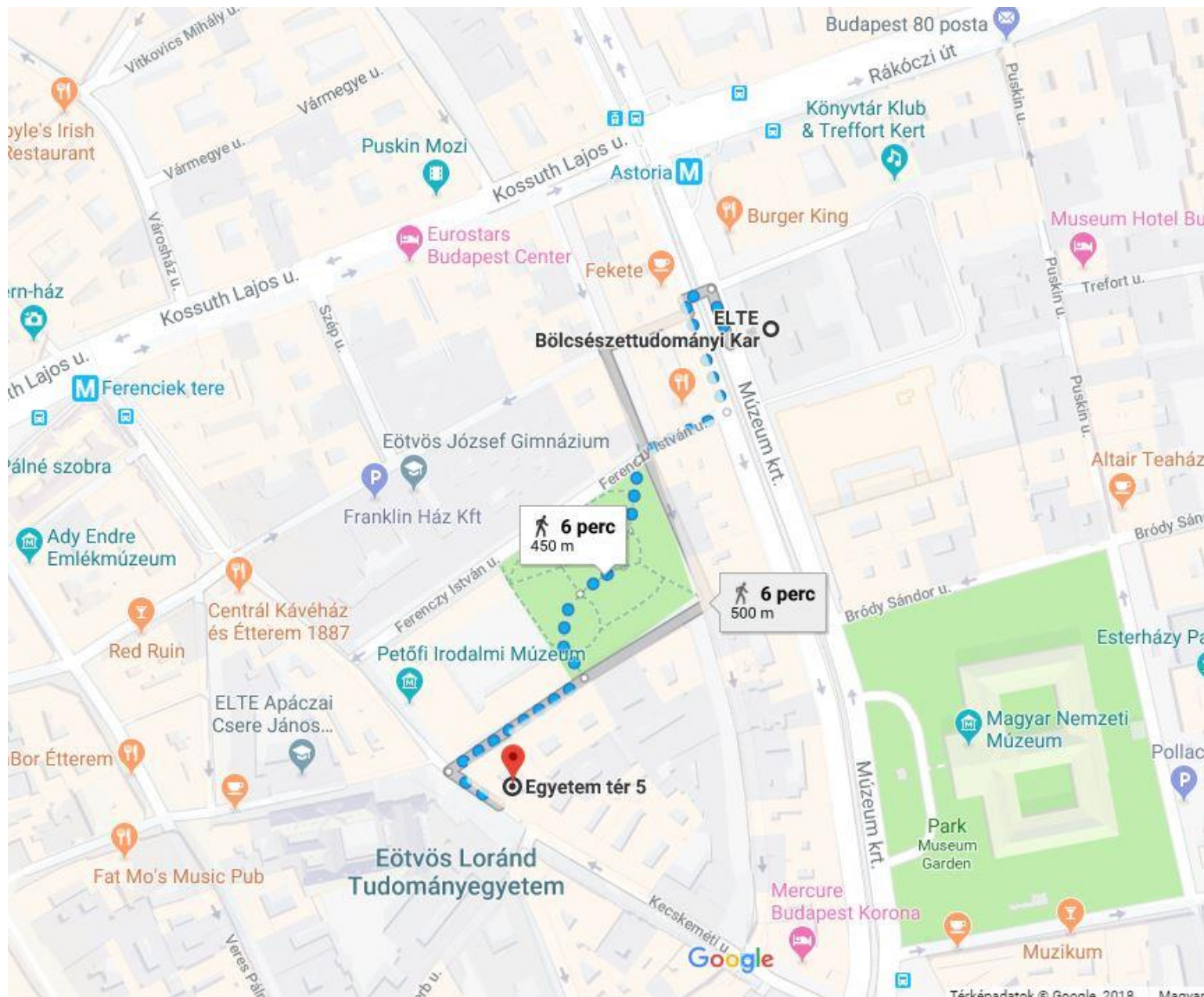
# Quaestura Office

## Location

**Egyetem tér 5  
1053 Budapest**

About a 10 minutes  
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.

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



# Student Identification

Students staying shorter than 12 months

## **Temporary Student ID paper**

- Issued by Quaestura Office
- Bring identification
- Know your Neptun Code
- Available around the 2nd-3rd week of February



# Student Identification

Discounted transportation in Budapest

The **Temporary Student ID paper** is 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, 60% discount**
- 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.
- **Budapest Transportation (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

## 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 station ( and ELTE 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)

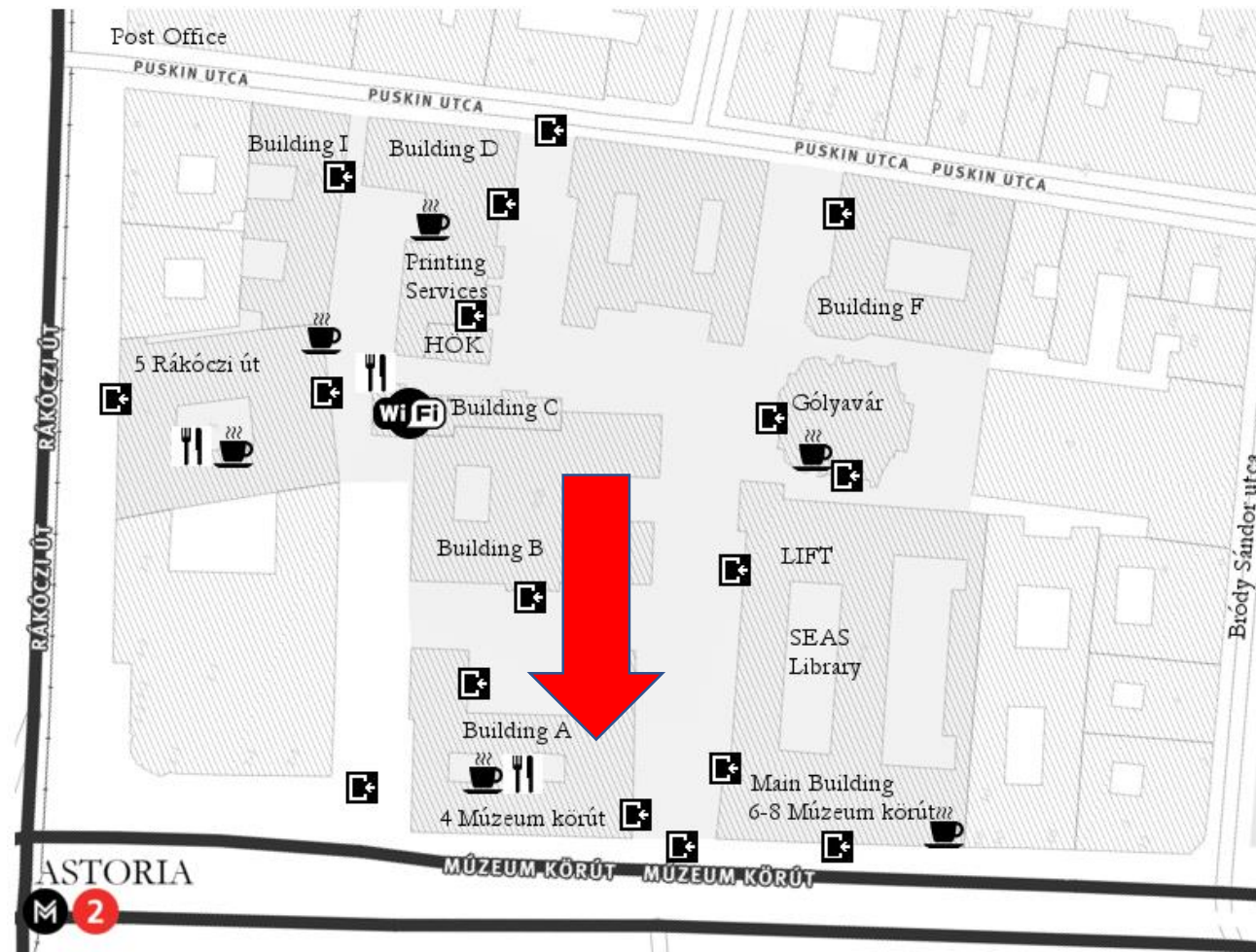
Múzeum krt. 4/A

1088 Budapest

Ground floor, room 32, 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**

9:00 – 12:00, 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 email

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





# Chapter 5

## Courses

How to sign up for the courses?



**You must sign up for your courses in  
Neptun system.**

Further info on courses and signing up on the  
**Neptun Training Day - on Friday 8th February at  
Múzeum krt. 6-8, 2nd floor room 252**



## 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.

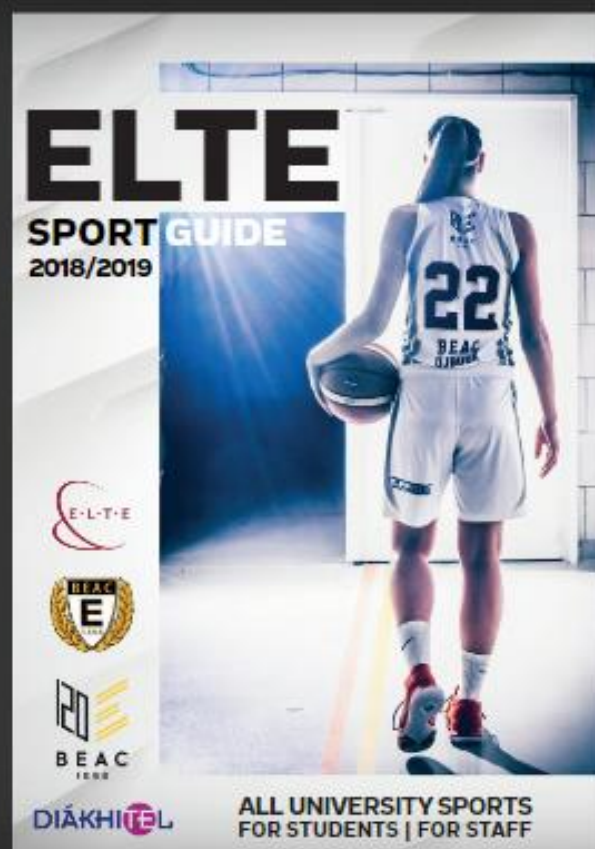
More info:

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



## ELTE SPORT GUIDE

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## INTRODUCING SPORT AT ELTE

# Chapter 6

## Academic Regulation



# Academic Regulation

## Plan things ahead...



### **Academic calendar:**

<https://www.btk.elte.hu/en/content/academic-calendar-of-the-english-foundation-programme.t.3433?m=247>

### **Registration day:**

5th February, 11:00-12:30 and 14:00-16:00

### **Study period:**

First day of tuition: 11th February (Monday)

Last day of course registration: 15th February (Friday)

**Spring break:** 17th-23rd April 2019 (Wednesday-Tuesday)

Last day of tuition: 28th June (Friday)



# Academic Regulation: Absence Policy

## Foundation course students

- if you miss **more than 30% of your classes**, you will not get a grade and have no credits
- if you miss your classes **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 do not respond to this, we will respond to our legal obligation to forward your case to the Immigration and Asylum Office (BMH)



## According to our absence policy

- you should tell or e-mail your teacher if you cannot come to class;
- if it was an emergency, you should still write or tell your teacher what it is/was;
- if you miss two weeks in a row, you will have to appear in front of a committee;
- if you miss more than 30% of your classes (one or more subjects) within 4 weeks, you will not get a grade and you will not receive any credit for that subject;

we will turn your student status *passive*, but you can still visit the classes. At the next semester you'll have to begin the first semester again. IF your status is changed to *passive*, we will have to report your case to the Immigration and Asylum Office (BMH).



# Academic Regulation: Hungarian grading system

- The Hungarian grading system is based on a scale of 1 to 5 with the following meanings:
- **1-FAIL**
- **2-PASS**
- **3-SATISFACTORY**
- **4-GOOD**
- **5-EXCELLENT**



# 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>





## Chapter 7

Technical issues, and other practical matters

# Use Wi-fi at the campus

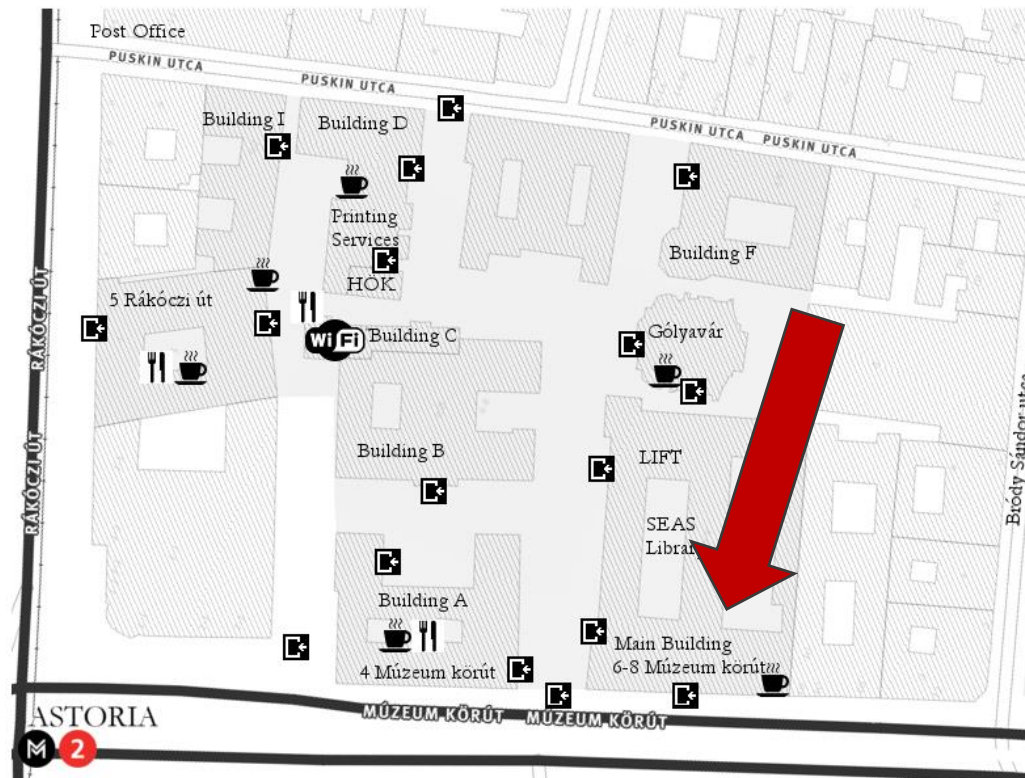


- You can use wi-fi at the university if you ask for a username and password.
- For requiring a username and a password, you need your Neptun ID (code) and password you have already generated.
- Steps how to ask for the wi-fi:  
[http://iig.elte.hu/file/Setting\\_WIFI\\_connection.pdf](http://iig.elte.hu/file/Setting_WIFI_connection.pdf)



# Book shop

Book shop at the campus: main building, basement



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

Open:

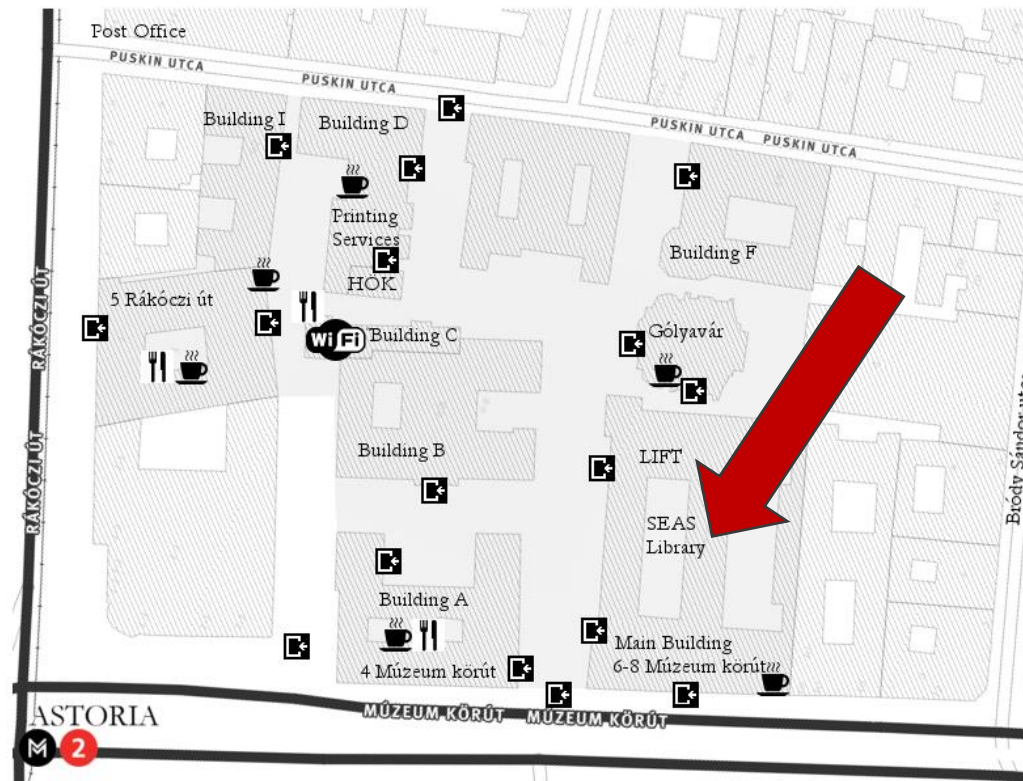
Monday-Thursday 10:00-18:00

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

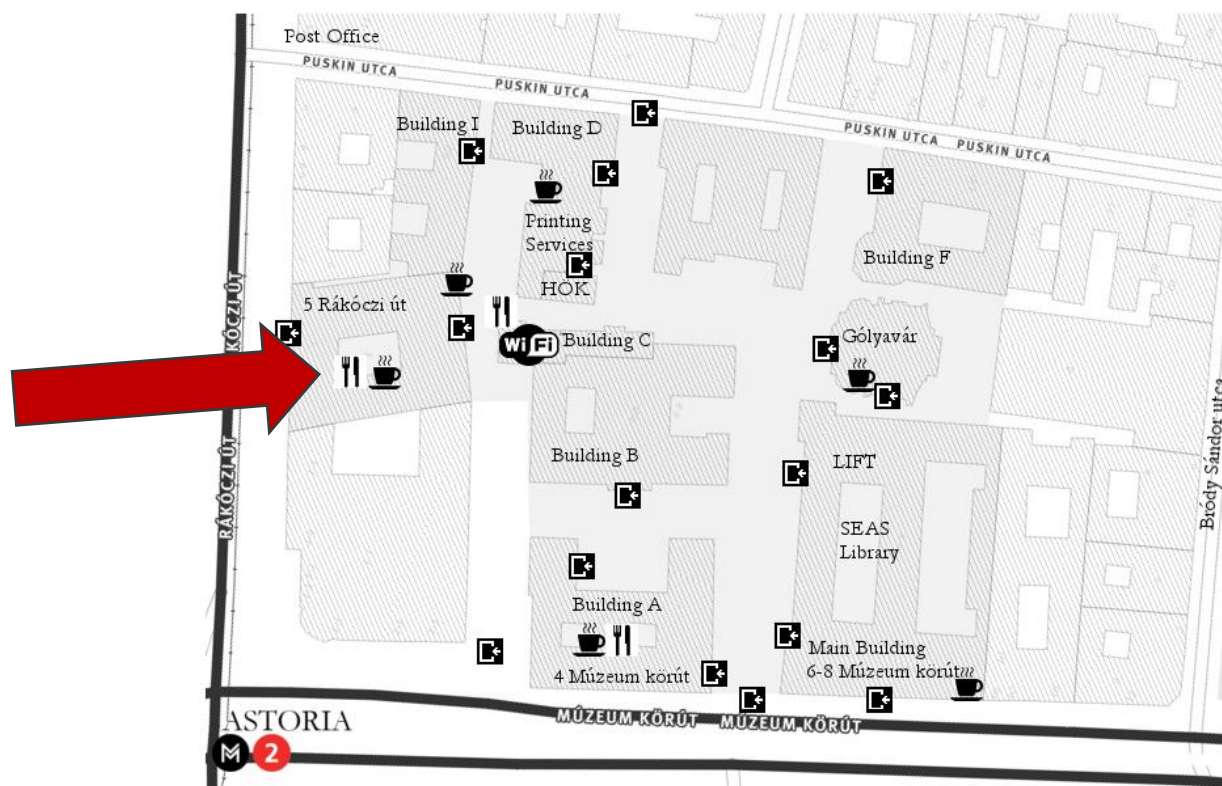
Wednesday: 12:00-18:00

Thursday: 9:00-16:00

Friday: 9:00-14:00

# Eating facilities on the campus

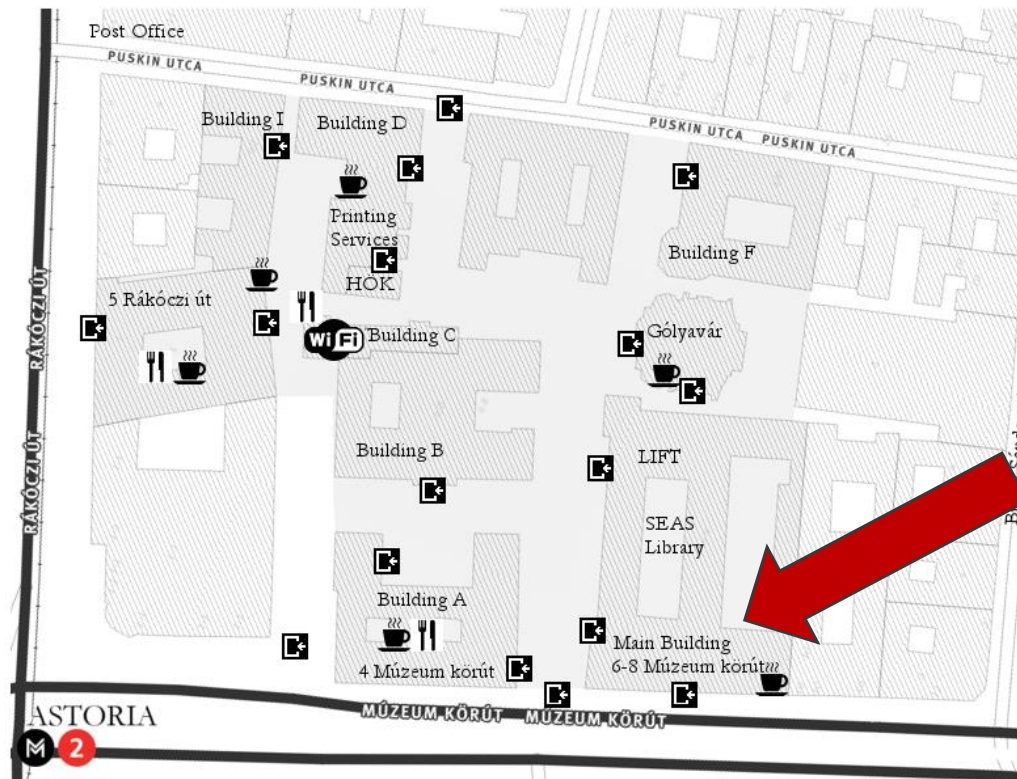
- Aula Étterem (at the campus): whole meals, menus, salads, desserts



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

# Eating facilities on the campus

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



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

# Eating facilities near the campus

- Vega City: Múzeum krt. 23. (vegan food, menus, burgers)
- McDonald's: Astoria
- Burger King: Astoria
- Tesco Express: Astoria (supermarket)
- Lipóti bakery: Rákóczi út 4-6.
- Black Cab burger: Rákóczi út. 19.
- Zoska: Ferenczy István utca 28. (breakfast and café)
- Belvárosi Disznótoros: Király utca 1d (Hungarian food)
- Mir Kebab: Király utca 1d (fine Turkish food)



# Chapter 8

First thing to do this week



# Placement test

- **February 6th Wednesday at 9.00 am.**
- **The writing test starts strictly at 9.00 am, but you must be present 15 minutes earlier for administration.**
- **After the writing part you will have an oral test from around 10.30.**
- **Please, bring a pen with you.**
- **Please write your name as written in your passport**



# Registration

**5th February, Tuesday**

**11:00-12:30 and 14:00-16:00**



# Registration

- **AT: ELTE Faculty of Humanities, 1088 Budapest, Múzeum krt. 4/A, room 32.**
- **Please, make sure that you have the following documents with you when you come to register:**
- **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)**
- **student visa page**
- **2 passport photos (coloured) – Write your full name at the back with capital letters!**
- **IMPORTANT: The documents are all required in their original forms, but bring photocopies of them as well!**



# Neptun Education

10.00 o'clock 8th February 2019,  
Múzeum krt. 6-8, 2nd floor, room 252

## Neptun practical training

Múzeum krt. 6-8, basement room 103

*Meeting at 11.25 in front of the building Múzeum krt. 6-8.*



Have a nice semester!

