Study Abroad Office staff in the Central Academic Office (CAO)

Front Office

• Ms. Diána Mayer
• Mr. Ádám Bajusz

Supervisor:
Mr. László Kunsági
Contact

- Home page (Course offer, too!):

- Email: incoming@kth.bme.hu

- Office: building R, ground floor, room No.1

- Mailing address: Műegyetem rkp. 7–9., H-1111 Budapest, Hungary
- Fax: +36 1 463 2550
Home page
If you need help or have a question

• At first please send us an email to:

  incoming@kth.bme.hu

• Visit us during only office hours

  Tuesdays and Thursdays
  12:00–15:30

  (building R, ground floor, room No. 1, after drawing a number from a customer terminal in the main hall of the building)

• Contact your ESN mentor
Days–off, periods of the semester

- 28 August–3 September: registration period
- 4 September: first day of study period
- 20 September: BME Sport Day
- 23 October: National holiday
- 1 November: All Saints’ Day
- 16 November: BME Student Research Conference
- 24 November: BME Open Day for highschool students
- 8 December: last day of study period
- 11–15 December: week of repeats
- 18 December–22 January: exam period
Please visit the following website and follow the instructions there

hszk.bme.hu
NEPTUN

Electronic administration system

- to register for your courses (until 3rd September)
- to check your schedule
- to check your classrooms
- to submit requests (E100E, E066, E018)
- to set your temporary address (in Hungary)
- to register for your exams (from the beginning of December)
To enter NEPTUN for the first time

You need your

• NEPTUN code (see your Letter of Acceptance)

and

• your date of birth (as your initial password):

in NeYYYYYMMDD format

please change this initial password and do not forget your new one!!!
Subject/course registration in Neptun

- Under *Subjects/Register for subjects*

- Terms: 2017/18/1

- **Subject type:** *Subjects from curriculum ONLY!!!* (more than 220 subjects) from *All subjects* not OK, your registered subjects from here will be cancelled without any notice

- Choose courses in English (not in Hungarian!)

- Until 23:59:59 pm on 3rd September

- Submit request E018 (to further register for or deregister subjects paying fee of 5.500 HUF/course) until 23:59:59 on 10th September

- **From 11th September there is no way to change your subject portfolio!**
Subject/course registration only from here
Extra fees for special instances

<table>
<thead>
<tr>
<th>Instances</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>semester registration in Neptun after 1st September (paid in advance)</td>
<td>5.500 HUF</td>
</tr>
<tr>
<td>late subject registration/cancellation (E018, paid in advance)</td>
<td>5.500 HUF/course</td>
</tr>
<tr>
<td>late submission of home assignment</td>
<td>3.200 HUF/assignment</td>
</tr>
<tr>
<td>repeated resitting of a test (paid in advance)</td>
<td>5.500 HUF/resitting</td>
</tr>
<tr>
<td>unauthorized absence from an examination</td>
<td>5.500 HUF/absence</td>
</tr>
<tr>
<td>3rd and further exam in the same subject (paid in advance)</td>
<td>4.500 HUF/exam</td>
</tr>
<tr>
<td>repeated registration for a failed subject</td>
<td>4.500 HUF/course</td>
</tr>
<tr>
<td>repeated registration for a subject for improvement (paid in advance)</td>
<td>4.500 HUF/course</td>
</tr>
</tbody>
</table>

The above fees should be paid in HUF transfer from your bank account (no cash payment at our office!)
Registration in person

Needed documents
• Valid passport or ID
• Valid health insurance
• Filled out and signed registration form in 2 copies

Groups in the hall according to initials of first names (eg. David Smith  → D)
• A–C, D–I, J–L, M–Q, R–Z (+Special problems)

What you receive
• Student status certificate (for Immigration Office)
• Accommodation registration form (blank for nonEU students for Immigration Office)
Learning agreement (LA)

For only Erasmus+ students

- Submitted initial LA–s have been returned signed and scanned
- Modification (During mobility section) should be arranged from October if necessary
- At the end of the semester your accepted (signed) LA and Neptun records should match
Documents at the end of the semester

• Transcript (grade certificate)
  ✓ can be picked up in person after having all your grades in Neptun (please urge your professors to enter your grades in Neptun as soon as possible)
  ✓ can be scanned and emailed (but not mailed!) after your leave

• Confirmation of stay (if necessary)
  ✓ Can be picked up only in person 2–3 days before your leave
Thank you for your kind attention!

Budapest University of Technology and Economics, BME
http://www.bme.hu/?language=en