



ELTE

FACULTY OF  
HUMANITIES

# PhD presentation for international students

# MTMT

- **Hungarian Science Bibliography / Magyar Tudományos Művek Tára – MTMT**

→ [www.mtmt.hu](http://www.mtmt.hu) (English version is available)

→ **Registration:** <https://m2.mtmt.hu/frontend/#>

- Institute: please choose your doctoral school
- credits just for uploaded articles!

→ **International MTMT administrator:** Judit Máthé

- E-mail: [mathe.judit@btk.elte.hu](mailto:mathe.judit@btk.elte.hu) or [mtmt@btk.elte.hu](mailto:mtmt@btk.elte.hu)

→ **MTMT courses** → online, january

The image shows a screenshot of the MTMT registration interface. The main form is titled 'Register' and includes fields for 'Language', 'Institute', 'Family Name', 'Given Name', 'Research topic', 'Degree', and 'Year the degree was awarded'. The 'Institute' field is highlighted with a red box. Below the main form, there are fields for 'Username', 'Password', 'Password again', 'Birth Place', 'Birth Date', and 'Email'. A 'Classifications - MTA' section is also visible, with a red box around the 'Classification MTA' label and a 'Required field' indicator. On the right side, there is a 'Find institutes' sidebar with a search bar and a list of institutions. The 'Doctoral School of History', 'Doctoral School of Linguistics', 'Doctoral School of Literary Studies', and 'Doctoral School of Philosophy' are highlighted with a red box.

# LIBRARIES

- ELTE Faculty of Humanities Library
- 48 separate library units in total, more than 1,2 million documents
- All ELTE citizens can use the ELTE's libraries free of charge after registration.
- **Main Catalogue (OPAC):** <https://opac.elte.hu/>
- **Databases** - <https://konyvtar.btk.elte.hu/databases>
- **For doctoral students** - <https://konyvtar.btk.elte.hu/for-doctoral-students>
- **More information:** <https://konyvtar.btk.elte.hu/en/>
- **Facebook:** <https://www.facebook.com/elte.btk.kari.konyvtar>

ELTE Faculty of Humanities

# Doctoral Students' Union

 [www.facebook.com/eltebtkdok](http://www.facebook.com/eltebtkdok)

 [@elte\\_btk\\_dok](https://www.instagram.com/elte_btk_dok)

 [info@btkdok.elte.hu](mailto:info@btkdok.elte.hu)  
[elnok@btkdok.elte.hu](mailto:elnok@btkdok.elte.hu)

 [www.edok.elte.hu](http://www.edok.elte.hu)



ELTE | BTK | DOKTORANDUSZ  
ÖNKORMÁNYZAT



ELTE | BTK  
BÖLCSESZETTUDOMÁNYI KAR

**Congratulations on being selected as a PhD student at BTK!**

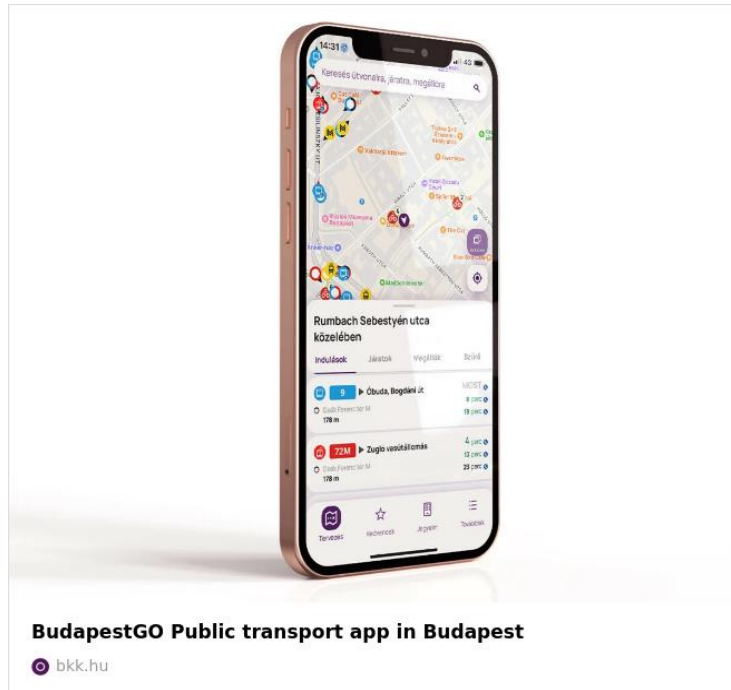
**This presentation contains some useful information & tips.  
Hope you find the answers to your questions here, or in  
other case, contact your international coordinator (Kinga  
Fürtön via [furton.kinga@btk.elte.hu](mailto:furton.kinga@btk.elte.hu)).**

**Have a nice time in Hungary!**



# Public transport

All information is available in English at [www.BKK.hu](http://www.BKK.hu)  
BudapestGO app is your best friend to go around  
Budapest!



# Monthly Budapest/ Hungary Pass For Students

When arriving, buy a monthly transportation pass which will cost you 9 500 HUF.

Once you have your temporary student certificate you can buy your tickets/monthly Budapest or Hungary pass with a student discount.

From that time on, you will pay 3 450 HUF / 1 890 HUF only for your monthly student pass.





# Useful Hungarian Phrases

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<https://www.elte.hu/en/about-hungary/hungarian-phrases>

1. Szia! "Hello."
2. Jó reggelt! "Good morning."
3. Jó napot! "Good afternoon."
4. Én (name) vagyok. "I'm [name]."
5. Örvendek. "Nice to meet you."
6. Kérem. "Please."
7. Köszönöm. "Thank you."
8. Szívesen. "You're welcome."
9. Igen. "Yes."
10. Nem. "No."





# Emergency Numbers

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**112** is the European emergency number in all 28 EU member states, as well as other countries in Europe and elsewhere.

People in distress can call 112 24/7 to reach the fire brigade, medical assistance and the police. The European emergency number is free and can be reached by landline phones as well as mobiles.

General emergency  
service phone number

112

Police 107

Ambulance 104

Fire service 105

English language  
telephone directory  
service 191  
International operator  
199

Calling these numbers is  
free of charge. 24-hour  
English language crime  
hotline  
+36 1 438 8080



# Banks

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[https://en.wikipedia.org/wiki/List\\_of\\_banks\\_in\\_Hungary](https://en.wikipedia.org/wiki/List_of_banks_in_Hungary)



- Wise multi-currency account
- HUF balance setting is necessary (<https://wise.com/help/articles/2978073/how-do-i-use-my-huf-account-details>)
- YouTube tutorial: <https://www.youtube.com/watch?v=oxBmAx-7dWk>



# Invalid Bank account

- Submit a complaint on the Quaestura website:  
<https://qter.elte.hu/>

The screenshot shows the ELTE Quaestura website interface. The header includes the ELTE logo and the text 'ELTE | QUAESTURA OFFICE OF STUDENT SERVICES'. The navigation menu contains 'Home', 'News', 'Online administration', 'FAQ', 'Documents', 'Online booking', 'Contact', 'Neptun', and 'Introduction'. The 'Online administration' menu item is circled in red. Below the navigation menu, there is a 'Logged in as' section with a blue box and an 'Exit' button. A red box highlights the login information: 'Login: Neptun code + Neptun password'. The main content area features a red underlined heading: 'Online administration. Fees and Funds, Other questions regarding payments'. Below this heading, there is a paragraph: 'Before submitting an online case, we kindly ask you to read the FAQ about Payments. In case FAQ does not provide an answer to your question, and it does not belong to any of the other specific financial case categories, please submit a case here. Please, make sure that this is the appropriate forum for your question.' A red underlined link is provided: 'Create "Other questions regarding payments" case'.

# Welcome

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



# Online-offline communication

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- Office hours for the Department of Doctoral and Academic Affairs (DoDAA):
  - Monday, Wednesday: 9-12, 13-16
  - Friday: 9-12
  - Book an appointment in „kronosz.elte.hu”
- Online- preferred:
  - E-mail
  - TEAMS
  - WhatsApp

# 5 documents you have to take care of

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- Student ID card (<https://www.elte.hu/en/student-card>)
- Residence permit
  - Extension: active student status certificate, transcript of records, new Letter of Award from Tempus (<https://www.elte.hu/en/content/extension-of-residence-permit.t.2799?m=649>)
- Tax ID (more information on the Quaestura website)
- TAJ (if you are not an EU citizen)
- Bank account

# Who is responsible?

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- Study issues, Neptun issues, general coordination-  
Department of Academic and Affairs (DoDAA)
- TAJ, Insurance, Student card, Residence permit – Quaestura  
office
- Visa, Medical Examination – central offices of ELTE (we  
mediate)
- Housing questions- ELTE Housing Office –  
<https://www.elte.hu/en/housing-office>
- Hungarian Courses-International Office  
<https://btk.elte.hu/hungarian-language-courses>





# Quaestura Office of Student Services

- 1053 Budapest, Egyetem tér 5.  
(<https://qter.elte.hu/>)
- help with Neptun code/password
- student card management
  - temporary student card
  - plastic student card & semestrial validation
- health insurance management (TAJ & Union)
- residence permit



# Conditions of Scholarship

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- Active semester status!
- TAX ID, Bank Account number
  - September/February – around the 20<sup>th</sup>, other months: around the 10<sup>th</sup>

## State scholarship

- Minimum of 20 credits/semester

## Stipendium Hungaricum, Diaspora

- Minimum of 20 credits/semester
- Living in Hungary (semester attendance sheet)
- Sign the contract



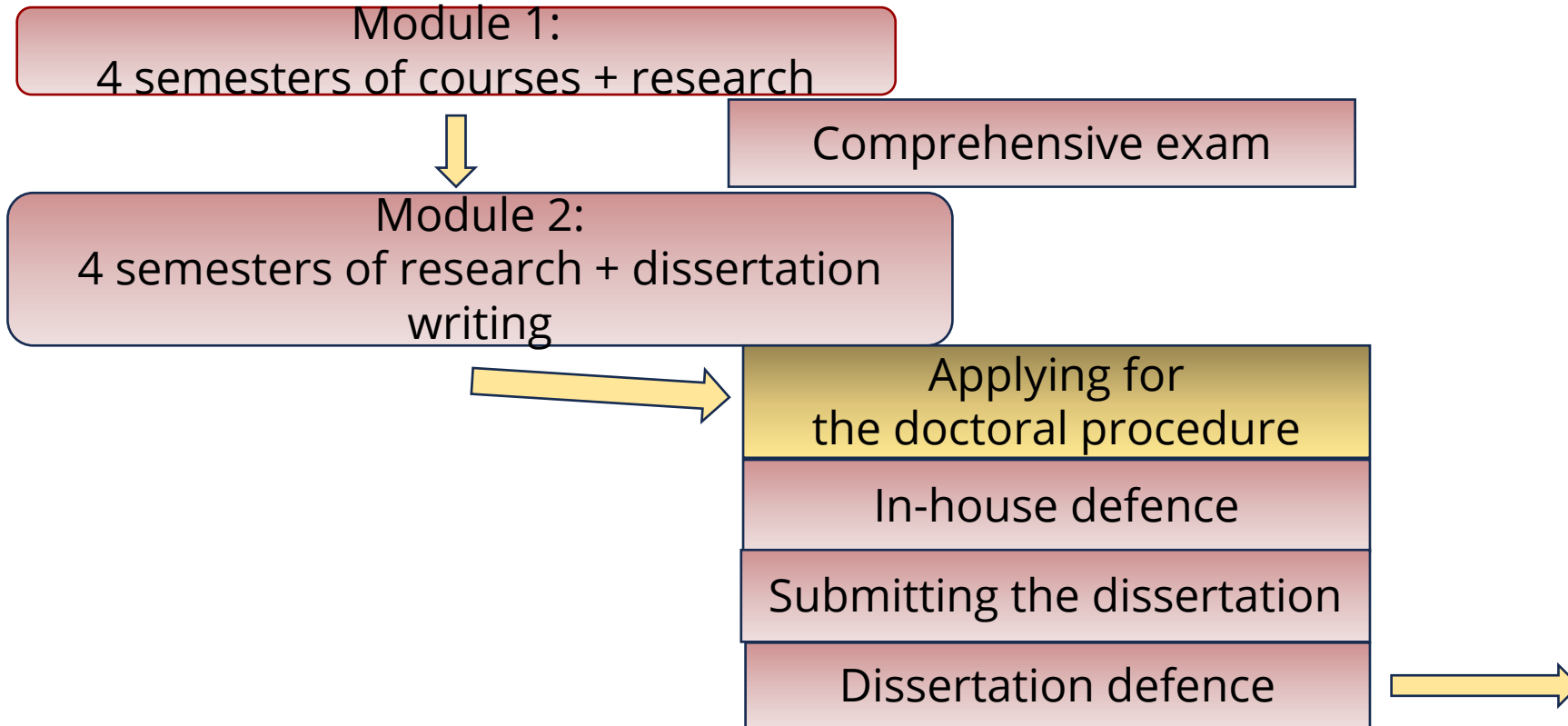
# Let's Start with the basics: Doctoral Training

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- Student status Certificate – Neptun/Information/General Forms
- You have to have a doctoral supervisor! (or more)  
<https://btk.elte.hu/en/content/documents.t.3265?m=125>
- Training period:  
48 month/4 year (8 active semesters)/240 credit

# DOCTORAL TRAINING

- workshop-like, continuous dialogue and cooperation
- time frame: altogether 8 semesters
- structure: in 2 modules (4 + 4 semesters)



# Requirements of PhD

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- Absolutorium
  - 3 published article (also registered in MTMT)
  - 240 credits
- In-house defence
- Submitting dissertation – 3 years after Comprehensive exam
- 2 language exam certificate
- Public defence
- Strict plagiarism rules

# Great I am enrolled - What is next?

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- Contact your supervisor ([www.doktori.hu](http://www.doktori.hu) or [www.btk.elte.hu](http://www.btk.elte.hu))
- Check the deadlines – ACADEMIC CALENDAR
- NEPTUN-courses



# Deadlines

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- Collection of deadlines: <https://www.btk.elte.hu/PhDnews>
- Deadline for registration (every semester): First week of September (8<sup>th</sup> of September) and February (spring semester)
- Course taking period: 9<sup>th</sup> September until the 19<sup>th</sup> September (and February)
- Deadline for tuition fee: 31<sup>st</sup> of October/March (delay fee)



# NEPTUN

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- Registration before every semester
- Course taking period
  - Courses
  - Research and Educational courses
- Grades and scientific or educational results
- ONLY ELECTRONIC ADMINISTRATION OF CREDITS!
- Tutorial: <https://www.youtube.com/watch?v=s41Q5mksLpY>

# How should I take courses?

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- Look for the curriculum - [https://www.elte.hu/file/KPR\\_V\\_A\\_DOKT.pdf](https://www.elte.hu/file/KPR_V_A_DOKT.pdf)
- Ask your supervisor!
- Take your courses!





Education Admin. Neptun Meet Street



My data Studies Subjects Exams Finances Information Administration

**Neptun news**

**Neptun mobile**  
Try the free Neptun app Android, Windows or iOS smartphone.

- Registered subjects
- Taken courses
- Register for subject**
- Tasks
- Offered grades

**Messages**

- Inbox (97)**
- Sent messages
- Settings
- Directory

Message types: All messages

Personal messages  
 System messages  
 All messages

List

Actions: New message

**Inbox**

Actions: Delete

Delete	Sender	Subject	Receive date

Page size 20

## Neptun news



## Neptun mobile

Try the free Neptun app on your Android, Windows or iOS smartphone.

## Messages



- Inbox (97)
- Sent messages
- Settings
- Directory

## Favourite functions



## Register for subject



## Filters

Terms: 2017/18/1, Subject type: Subjects from curriculum, Curriculums: All, Subject group: All, Language: All

Subjects currently offered only:

Terms:

2017/18/1

Subject type:

- Subjects from curriculum  
 All other subjects in the institution

Curriculums:

All

Subject group:

All

Subject name:

Language:

All

Subject code:

BTKD-I

Period start:

Monday

Course lecturer:

Period end:

Monday

Course code:

List subjects

Actions:

Add to favourites

Class schedule planner

# Useful information

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“Magyar Tudományos Művek Tára”: [www.mtmt.hu](http://www.mtmt.hu)  
(trainings offered)

- “Országos Doktori Tanács” database:  
<https://doktori.hu/index.php?menuid=351&cid=247&lang=EN>
- Can I work next to my studies?
  - yes
  - But, with d-type visa a max 30 hours/week and it can't hinder your studies!

# Services

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- IT access (office365), windows, wifi (eduroam)-  
<https://btk.elte.hu/en/content/it-support.t.5128?m=350>
- Student card
- Help- <https://btk.elte.hu/help/english?m=307>
- PhD room – Building A Room 323
- Libraries, scholarships, mentor etc.
- Small founds: Student's Union-academic and research scholarship, cultural and sport

# International research

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- Erasmus+
  - Erasmus Short Term Mobility 5-30 day (SH, Diaspora too)
- DAAD, Fulbright etc.
- For Stipendium Hungaricum, Diaspora students: PhD Mobility 1+1 semesters



# Keep in touch!

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- Office hours:
  - Monday, Wednesday: 9-12, 13-16
  - Friday: 9-12
  - Book an appointment in „kronosz.elte.hu”
- <https://www.btk.elte.hu/en/phd>
- <https://www.facebook.com/elte.btk.doktori.hivatal>





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**Thank you for your attention!**

Kinga FÜRTÖN