



ELTE

FACULTY OF
HUMANITIES

Orientation

ELTE Faculty of Humanities, Department of
International Affairs

Ms. Laura Alzmeter: Erasmus+ student coordinator
Mr. Sándor Balaci: Guest student coordinator



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Contents

- Webpages, social media
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Webpages, social media

Join our Facebook group:

[Current Erasmus&Guest students of the Faculty](#)

- [OFFICAL FACULTY WEBSITE](#)
- [ELTE OFFICIAL WEBSITE](#)



Follow us online



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Orientation Week

Programme & useful information:

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

<https://www.btk.elte.hu/orientation-week>

Orientation Week & Semester starting

Erasmus+ and other exchange students

- **04-7th February 2025 – Orientation Week – IN PERSON**
- **Monday 10th February 2025 – Classes start – IN PERSON**
- **Department of International Affairs (DIA) – Building A, office 44.**
- **Programmes: <https://www.btk.elte.hu/orientation-week>**

www.btk.elte.hu

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



Chapter 1

Stay here legally

Border crossing, entry information

Foreign students travelling to Hungary with a valid Hungarian residence permit for a period exceeding 90 days are treated in the same way as Hungarian citizens, thus they can enter Hungary without submitting a special request prior to their arrival.

In case of further questions please **contact the consular services** and Hungarian missions in your country: <https://konzuliszolgalat.kormany.hu/hu-missions-abroad>



Keeping your stay legal

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** please visit the website from below and proceed according to the information you can find there:

Enter Hungary: <https://enterhungary.gov.hu/eh/>

Within 90 days after your arrival latest – only ONLINE submission is available

More information:

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



Keeping your stay legal

Non-EEA students

Students who are not in possession of a D type of visa:

After your registration with the DIA please contact the National Directorate-General for Aliens Policing in order to obtain your residence permit. Please ask your administrative coordinator to issue the certificate of student status, that can be forwarded to you by e-mail too. This document is absolutely necessary, together with the rest of the required documents.

Please check the website of the authority: Enter Hungary: <https://enterhungary.gov.hu/eh/> - **only online submission is available!**

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

NON-EEA (EU) student who entered Hungary without any visa:

We would suggest you to **visit the website** from below and make arrangements according to the information provided by the website:

Enter Hungary: <https://enterhungary.gov.hu/eh/> - **only online submission is available!**



WELCOME TO THE ENTER HUNGARY PAGE OF ENTERHUNGARY!

Dear Clients,

we hereby inform you that the following cases are exempt from payment of administrative fee:

- issue of residence permit or extension of residence permit of Ukrainian citizens
- issue of residence permit or extension of residence permit for purpose of studies, or employment of Belorussian citizens
- applications for issue or extension of residence permits for purpose of studies of those, who receive Hungarian State Scholarship e.g. Stipendium Hungaricum, or the ones who have for-study ministerial sponsorship

In the above cases, the administrative fee does not have to be paid off!

Dear Employers,

We hereby inform You that in order to report the beginning and the termination of employing a person who is a beneficiary of temporary protection a separate form is available under the case type "Announcement". We kindly ask you that regarding beneficiaries of temporary protection report the beginning and the termination of the employment solely by using the designated form! The National Directorate-General for Aliens Policing hereby thank you your cooperation by complying with the above mentioned rules.

This system helps you submit your application for a residence permit in Hungary electronically, without queuing. If you wish to enter Hungary or the Schengen Area from abroad, [the Ministry of Foreign Affairs and Trade](#) will help you.

You can submit your e-application as a private person or a preferred employer/temporary work agency, as well as a legal representative. You need to [make a registration](#) before submitting the first application. The registration procedure varies in the case of a

Menedékes regisztrálás (How to submit a simplified application for recognition)

[As a private person](#)

[As a preferred employer or temporary work agency](#)

[By a legal representative](#)

Related to the use of the website, [the user guide](#) includes a detailed description.

Back

Preparation of E-application and process of submission:

Create your own user account.

Enter your e-mail address and Registration other details requested in the registration datasheet. When registration is finished, we will send you your single use password. If you do not wish to use a computer for submitting your application, complete the application in a paper format, and submit it as usual.

Complete the datasheet stating the purpose of your residence then forward them to our office!

If details are found to be missing for processing your application, you will be asked via mail sent to your account to provide further information. shall comply with the instructions.

Print and sign the application.

Following this you will be informed of when you should visit our authority for data control. It is important that you bring the printed and signed application and the required documents with you at this time!

Related to the use of the website, [the user guide includes a detailed description.](#)

Residence permit for third-country national

Permit for third-country national family member of EEA nationals and Hungarian citizens

Permanent residence permit for third-country nationals

Invitation letter

Registration

I act as a private individual, in my own case
 I act as a lawyer, as a proxy
 I act as an employer, representing a company

Surname (as in passport) First name (as in passport)

phone number date of birth

email address

Registration



back

adatkezelési tájékoztató



Keeping your stay legal

**In case of unexpected problems: email to our visa coordinator:
visa@elte.hu**

(Please note: the visa coordinator is NOT ABLE TO ISSUE a Letter of Acceptance. This should be arranged according to our previously sent information.)



Keeping your stay legal

The Residence Permit



Chapter 2 Student ID (Student card)

Get it from Quaestura Office from 10th February!





Login
using Neptun account
Identifier:
Password:
Login
New password

Links

Eötvös Loránd University
(EN) (DE)

Quaestura Office of
Student Services -
Facebook

Neptun

Neptun

Websites of the faculties

Faculty of Law

Bárczi Gusztáv Faculty of
Special Education

Faculty of Humanities

Faculty of Economics

Faculty of Informatics

Faculty of Education and
Psychology

Faculty of Primary and
Pre-School Education

Contact

Quaestura Office of Student Services

Services

- Student card management
- Acceptance of Student Loan Contract
- Providing the Neptun code/user name and password for students and professors
- Posting service: forgotten Neptun password; temporary student card; validated plastic student card, certificate of student status
- Health insurance management for foreign citizens
- Providing information regarding Finances
- Providing Certificate of Student Status
- Correcting personal data in the Neptun system.
- Transmission of the contracts of the Career Centre of ELTE
- Transmission of the Alumni registration form

Short Guide to the administration at the Quaestura Office of Student Service

Please note:

If you have any concerns regarding your courses or exams,
or other problems that are none of the above mentioned cases,
please contact the Registration Office of your Faculty.

Address: Budapest, Egyetem tér 5., 1053

Phone number.: +36-1-381-2353 or 06-1-41-6500/8253

E-mail address: quaestura@elte.hu

Mailing address: 1364 Budapest Pf. 109.

Facebook page: <https://www.facebook.com/eltequaestura/>

Central Office of Quaestura at Egyetem tér



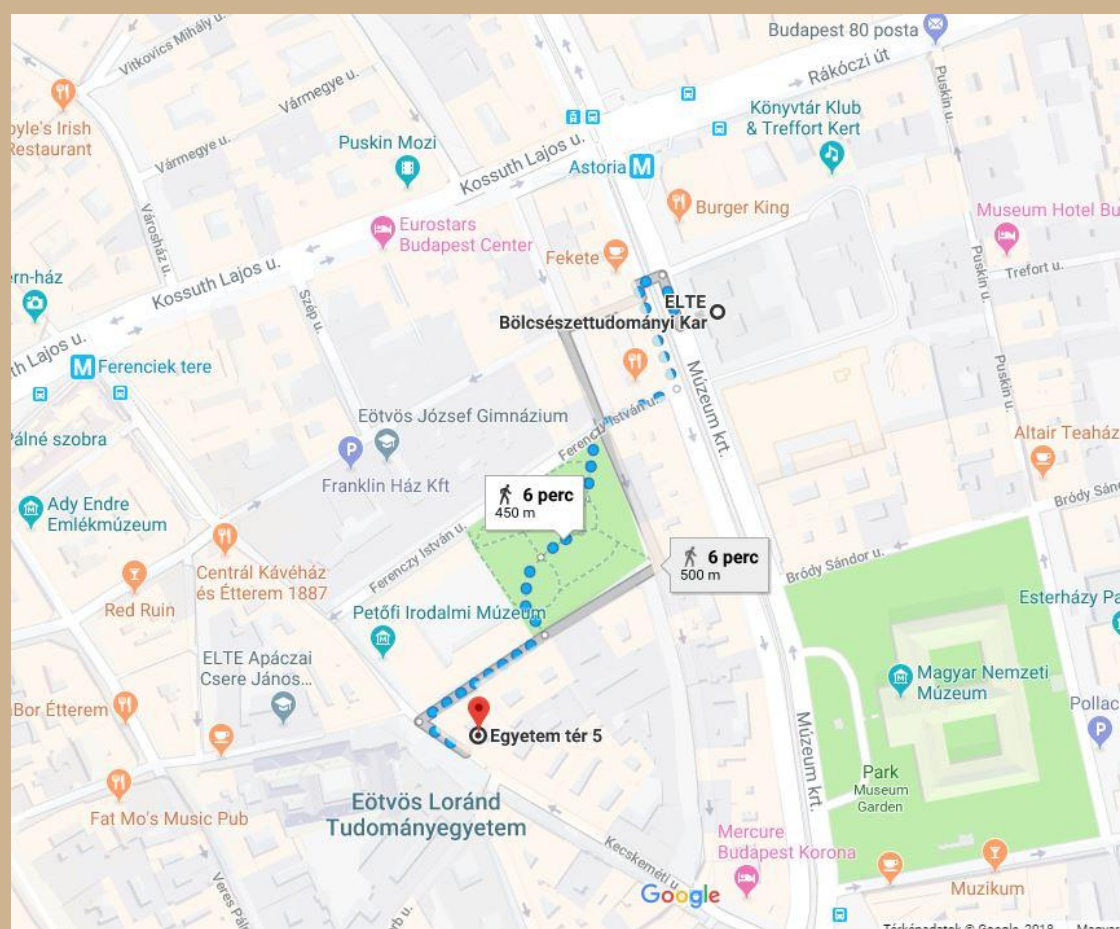
Quaestura Office <https://qter.elte.hu/default.aspx>
Services

- Neptun Password help
- Certificate of Student Status (active) (however the DIA office is also able to send you the certificate if you request it)
- Processes Temporary Student Identification Card
- Arranges Health Insurance on a fee-paying basis



Egyetem tér 5 1053 Budapest

About a 5-10 minutes walk from the
Faculty of Humanities



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Ch2 Student ID

Quaestura Office

Opening Hours at EGYETEM TÉR 5.

(Right now, until 10th February. When classes start, please check the website for the new timing: <https://qter.elte.hu/Statikus.aspx/Elerhetoseg> .)

Monday: 09:00 - 13:00

Tuesday: 09:00 - 13:00

Wednesday: 12:00 - 16:00

Thursday: 09:00 - 13:00

Friday: 08:00 - 12:00



Student Identification

Students staying shorter than 12 months

Temporary Student ID paper (get it from 10th February at Quaestura)

(A/4 format paper sheet document)

-Issued by Quaestura Office described below:

-<https://qter.elte.hu/Statikus.aspx/GyK-Diakigazolvany>

(you must login into the Quaestura office system with your Neptun code and password)

-IMPORTANT: the ID (**paper** A/4) is **valid only for 60 days** from the day it has been issued, the document can be requested from Quaestura according to the information provided by the office and that can be found on the link above mentioned. After 60 days the document expires and has to be requested once again from the Quaestura Office.



Student Identification

Discounted transportation in Hungary

Temporary Student ID paper is valid to be used for discounted transportation in Budapest and any other means of transportation in Hungary (bus, train, etc).

Always check for student discounts at other places (e.g. museums, cultural events, sport facilities)



Student Identification

Discounted transportation in Budapest

ALWAYS carry your student ID with you

Monthly discounted pass (Budapest pass): 3.450HUF

Your student ID card number is necessary for the pass, you should write this number on the pass if this has not been done at the cashier

Budapest pass can be bought from ticket machines or online through „Budapest Go” app.

One way ticket: 600 HUF



Student Identification

Discounted transportation in Budapest

You must have a validated ticket or a valid pass before boarding the vehicles.

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: 25.000,- HUF (approx. 70 EUR).

- Do NOT use public transport without your Student ID paper!!!
- Do NOT buy a student monthly pass until you get your Student ID paper (after **10th February!!!!**)



Chapter3

Bank account



Open a bank account in Hungary

Erasmus+ and exchange students:

It is not obligatory but recommended to open a hungarian bank account, especially if you stay for a whole year.



Open a bank account in Hungary

You can open the account at any banks.

Recommended bank:

near Astoria (campus): Károly krt. 1



OTP ATM:

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



Chapter4

Campus



Department of International Affairs (DIA)

Múzeum krt. 4/A
1088 Budapest
Ground floor, room 44

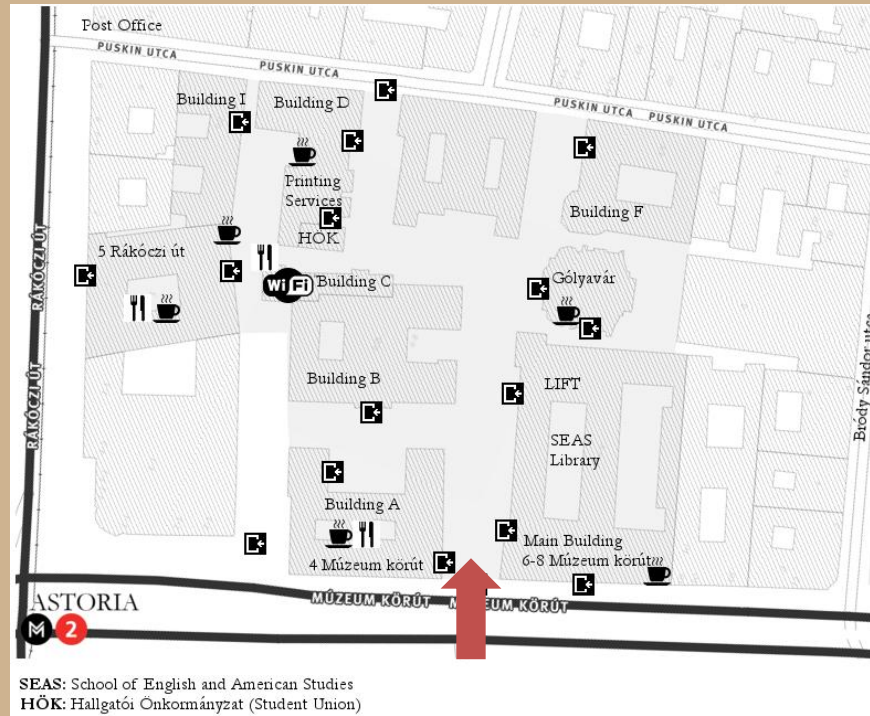
Administrative coordinators:

Erasmus+ exchange students: Ms. Laura Alzmeter
incoming@btk.elte.hu

Other exchange students: Mr. Sándor Balaci
mobility@btk.elte.hu



Department of International Affairs (DIA)



How do I contact the DIA and my administrative coordinator?

Students have to register for office hours here: kronosz.elte.hu

Office hours:

Monday: 13.00-16.00

Tuesday: no office hours

Wednesday: 9.00-16.00

Thursday: no office hours

Friday: no office hours



Student administration

Registration with the DIA office

Registration: In person!

- ✓ During Orientation Week – signing registration form on 4th of February from 1 PM (orientation session)
- ✓ Later arrival: you must visit the office 44. for Registration (signing our sheet)
- ✓ Registration is a must!
- ✓ Building A, room: 44 (ground floor)
- ✓ Erasmus+ exchange students: Ms. Laura Alzmeter
- ✓ Other exchange students: Mr. Sándor Balaci

Bring your Certificate of Arrival with yourself!!!

After 9th February: come in Office hours: **ONLY** with booked appointment:

- ✓ Book an appointment for an office hour: kronosz.elte.hu
Erasmus students especiall must book using Kronosz (Laura is part time in the office)



Further useful information



Buddy stop



Near Gólyavár building

The rule is simple: whether you just have a question or feel entirely lost, just stand under the sign. If you see someone standing there, approach them and offer a helping hand.

FREE TRAININGS

BEING AN INTERNATIONAL STUDENT (ONLINE): TRANSITIONS, COMMUNICATION, WELL-BEING

- **Intercultural training**

https://www.btk.elte.hu/being_an_international_student_online

- **Counselling services**

<https://www.btk.elte.hu/counselling-services>



PASTORAL SERVICE

Foreign students at ELTE have access to the pastoral services of PPCU (Pázmány Péter Catholic University)

- Individual and small group exercises
- holy masses in English
- keeping faith groups (online)
- spirituality days, spiritual practice weekends during major Catholic holidays
- preparation for sacraments (baptism, confirmation)
- leisure and cultural programs: excursion, film clubs
- lectures, roundtable discussions on Christianity, spirituality

More information [here](#)



Chapter 5

Academic Regulation



Academic Regulation

Plan things ahead...

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



Academic Regulation: Absence Policy

if you miss **more than 30% of your classes** (= 3 times 90 minute slots in your timetable), you will not get a grade and have no credits



Chapter6

Technical issues, and other practical matters





Use Wi-fi at the campus



- You can use wi-fi at the university with your ELTE Caesar account.
- You have already received info on ELTE accounts in the info letters.
 - More info:

<https://www.elte.hu/en/it-support>



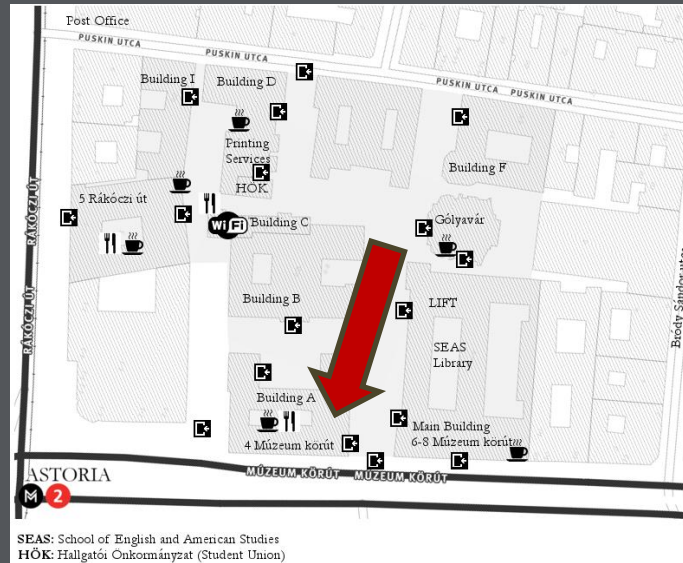
Copy shop

At the campus:
In building R, ground floor



Book shop

Book shop at the campus: A building, basement room number: -176

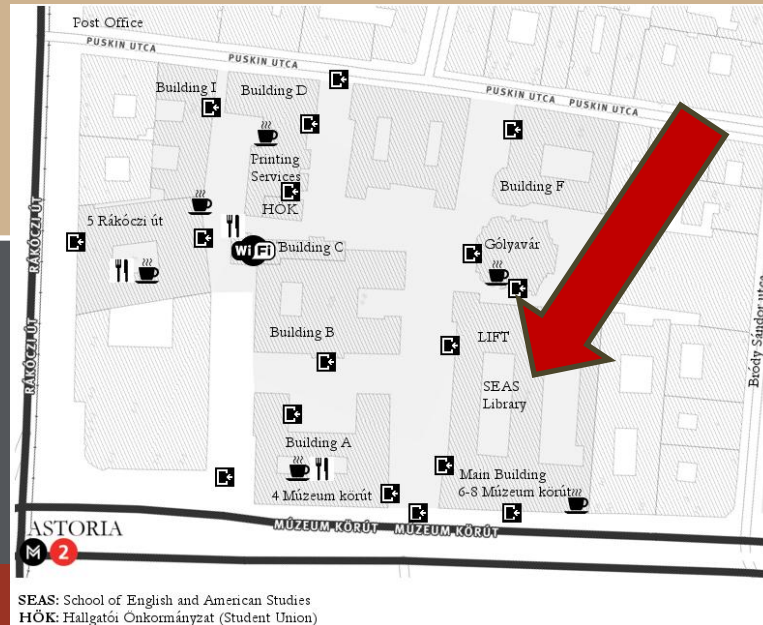


Libraries

English and German language library: main building

seaslib@btk.elte.hu

germbibl@btk.elte.hu



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



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Ch6 Technical issues,
practical matters

Libraries



Every department has its own library. Ask your academic coordinators or course lecturers for information, other suggestions.



Libraries

University library & catalogue:
<https://konyvtar.elte.hu/en>

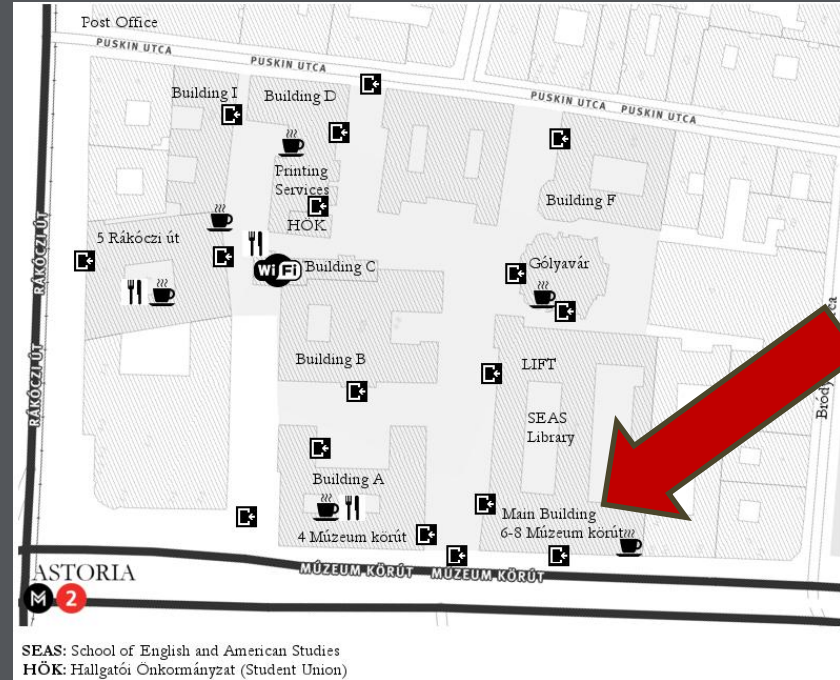
Online database available for ELTE students: <https://eltekonyvtarak.elte.hu/en/egyetemi-konyvtari-szolgalat/adatbazisok/adatbazislista?redirect>



Eating facilities near the campus

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

A lunch menu (soup+main dish) costs around:
2.800 HUF (~7 EUR)



Eating facilities near the campus

- Vega City: Múzeum krt. 23. (vegan food, menus, burgers)
- Subway: Astoria (sandwiches)
- McDonald's: Astoria
- Burger King: Astoria
- Donna Mamma Pizza: Astoria
- Bamba Marha Burger: Astoria
- Manu+: Vámház krt 8. (Neapolitan pizza)
- Black Cab burger: Rákóczi út. 19. (hand-made burgers)
- Zoska: Ferenczy István utca 28. (breakfast and café)
- Csendes: Ferenczy István utca 5. (restaurant)
- Belvárosi Disznótoros: Károlyi utca 17.(Hungarian food)
- Padthai Wok Bar: Egyetem tér



Eating facilities near the campus (shops)

- Tesco Express: Astoria (supermarket)
- Aldi: Kossuth Lajos utca 13. (supermarket)
- Lipóti bakery: Rákóczi út 4-6.
- City Spar: Károly körút 22-24. (supermarket)

Attention:

In many cases official emails sent from the ...@btk.elte.hu are automatically directed into a spam folder of your email account.

Always check the spam folder!



Chapter 7

Documents during the semester



Guest Student Course Registration Form

- After arrival
- Courses you could not register yourself
- Teachers' permissions

**Form → Submit at office personally until:
28 February**
(the sooner-the better!)

Download from here:

<https://www.btk.elte.hu/en/incoming-registration-useful-information>

- Documents

GUEST STUDENT COURSE REGISTRATION FORM

| | |
|---------------------|----------------|
| Name: | Date of birth: |
| Place of birth: | Neptun code: |
| Address in Hungary: | |
| e-mail: | |

The undersigned request to be allowed to participate in the seminars and take the examinations listed below. For this purpose I have the consent of the academic coordinator/lecturer concerned. The signatures below attest to this.

I could successfully register myself for these courses in Neptun:

| Course code | Brief title |
|-------------|-------------|
| | |
| | |
| | |
| | |
| | |

I need to be registered for these courses in Neptun by my Erasmus/Guest student coordinator:

| Course code | Brief title | Signature of course lecturer or head of department |
|-------------|-------------|--|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

I declare that:

I am a registered student at the
University/ Institute of Higher Education (name of your home-university).

.....
Academic coordinator's signature

.....
student's signature

Budapest,.....

please read the reverse side of this form!

- In parallel with registering the courses in the Neptun system, please also register, list them on the document which can be downloaded from the website of the Faculty.
 - Please download the document: **GUEST STUDENT FORM** here.
 - (click on Documents)
 - For the courses listed on the form **you couldn't register yourself** (any reason like prerequisite requirement or the course was full or the deadline was over...etc) **you must request the course instructor's/ lecturer's approval (signature!)** to take part in the course.
 - The approval should be requested by you from the teacher. Please ask the teacher to sign the Guest Form. Once you have gathered the signatures on the Guest Form, please bring the Form to your administrative coordinator to building A, office 44.
 - The Guest Student Course Registration Form has to be signed by your academic coordinator at the end, before you submit to the DIA Office
 - Deadline: 28 February!
- Maybe by some of the courses offered by the School of English and American Studies (SEAS) you need to ask the signature from the teachers.



Guest Student Course Registration Form

Let's re-check

Download from here:

<https://www.btk.elte.hu/en/incoming-registration-useful-information>

- Documents



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DEAN'S OFFICE
DEPARTMENT OF INTERNATIONAL AFFAIRS
Dékáni Hivatal
Nemzetközi Kapcsolatok Irodája

GUEST STUDENT COURSE REGISTRATION FORM

| | |
|---------------------|----------------|
| Name: | Date of birth: |
| Place of birth: | Neptun code: |
| Address in Hungary: | |
| e-mail: | |

The undersigned request to be allowed to participate in the seminars and take the examinations listed below. For this purpose I have the consent of the academic coordinator/lecturer concerned. The signatures below attest to this.

I could successfully register myself for these courses in Neptun:

| Course code | Brief title |
|-------------|-------------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |

I need to be registered for these courses in Neptun by my Erasmus/Guest student coordinator:

| Course code | Brief title | Signature of course lecturer or head of department |
|-------------|-------------|--|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

I declare that:

I am a registered student at the
University/ Institute of Higher Education (name of your home-university).

.....
Academic coordinator's signature

.....
student's signature

Budapest,

please read the reverse side of this form!



ELTE | FACULTY OF HUMANITIES

Learning Agreement (for Erasmus+)

Always the academic coordinators are signing the document
(not Laura nor Lilla nor Sándor!)

- *Before the mobility* part: if it is not signed yet, have it signed
- *During the mobility* part: if your courses change compared with the *Before* part, fill it in, and have it signed
- *After the mobility*: only necessary if your home university requests it

List of the academic coordinators:

- https://www.btk.elte.hu/erasmus_academic_coordinators



Confirmation of Arrival (for Erasmus+)

Please use the form given by your home university or download it from your home university website.

The signature of this document can be requested only in person from your administrative coordinator at the DIA office after your arrival.

For the signature on the Certificate of Arrival, please come to the DIA office between 09:30 and 15:30 even without booking an appointment on the first academic week (10-14 feb).

AFTER 17th February, in order to visit the DIA office in person:

Please book an appointment:

kronosz.elte.hu



Documents before leaving

1. Certificate of Attendance/Stay/Departure
2. Transcript of Records

Confirmation of Stay / Certificate of Attendance

Please use the form given by your home university or download it from your home university website.

If it is not available, let us know personally and we will use the ELTE form, more information will be provided before the examination period.

PERSONALLY, never earlier than 5 days before your departure!

Last day of the semester is Friday 04 July.



Transcript of Records

- The Transcript of Records will be issued by the Department of International Affairs (DIA) and it will be generated by the Neptun system.
- **Make sure that all your grades are recorded** in the Neptun system before your departure so that we can issue your official Transcript of Records. When all the marks are visible in Neptun, write us an email and the signed document will be electronically sent to your email address.



ELTE Caesar account (IIG ID) & email address

- **Benefits:**

- ELTE WIFI
- access to MS Office 365
- the official letters are sent to the ELTE email
- via Outlook, your emails are available on every device
- access to Microsoft Teams, Moodle, canvas, etc.
- **Step-by-step guide:** <https://www.elte.hu/en/it-support>
- IIG ID can be required [here](#).

Compulsory!

- **When you get your ELTE email address, do not forget to register it in the Neptun system:**

- ✓ Log in to Neptun
- ✓ Go to the My data
- ✓ Click on Contact information
- ✓ Click on New Email address
- ✓ Type your email address and click on the save button.
- ✓ Enjoy your brand new, personalized ELTE email address!



Chapter 8

Courses



Departmental coordinators

With study issues, always contact your [academic coordinator](#)!

(teacher, academic staff member of the department/institute, who confirmed your acceptance and LA)

Available courses and list of the coordinators: <https://btk.elte.hu/en/content/course-catalogue-for-incoming-erasmus-students.t.3543?m=261>

If you still need assistance ask for help from your administrative coordinator
(Laura or Sándor 😊)



How to sign up for the courses?



NEPTUN

You can sign up for your courses in Neptun system.

Do not worry if you cannot register for one or more courses because of a course prerequisite obligation or if you miss the registration deadline. Laura and Sándor will register the course in your Neptun but you must present the teacher's signature and correct course code on the Guest Form.

Neptun tutorial film: please copy, paste the link into your web browser to access the site:



<https://www.btk.elte.hu/media/f6/76/c6c39ebe6beb04f10ce392110e83efb47648c17aecef594d0dacddee3aed/Neptun%20tutorial.mp4>

(More details about the course registration soon at the end of the presentation.)



Course registration periods

~~1. Pre course registration – 15 December 2024, 5:00 PM – 31 January 2025, 4:00 PM~~

| Subject code | Subject name | Credit | No. of times registered for | Waiting list |
|------------------|--|--------|-----------------------------|---|
| BMI-FLMD-321E.04 | Film Theory Lecture: Environmental Aesthetics: An Introduction | 4 | 1 |   |

2. **Ranking period** – 31 January, 8:00 AM – 06 February 2025. 5:00 PM - according to the point system of Neptun, the students with the most points will stay on the course registered. NOTE: You may be deregistered from the course you have registered yourself - please check your subjects in Neptun on 8th February late evening or 9th February early morning, if you got a place, or you need to register again during the first come first served course registration period!

| Headcount/ Waiting list /Limit | Headcount/ Waiting list /Limit |
|---------------------------------------|---------------------------------------|
| <u>0/20/25</u> | <u>0/30/25</u> |

You can still register, and you will be able to see your ranking (instead of the exclamation mark)



Course registration periods

3. **First-come-first-served period** – 07 February, 8:00 AM – 14 February 2025, 4:00 PM - The fastest gets the leftover places, therefore be quick. You can register yourself for the courses you have been dropped from after the ranking period. You need to be fast to get the free places at the courses.

| Headcount/Waiting list/Limit | Headcount/Waiting list/Limit |
|--|------------------------------|
| <u>20/0/25</u> | <u>25/0/25</u> |
| In this case, you can still register for the remaining slots | You cannot register anymore |

- <https://www.btk.elte.hu/academic-calendar>
- It may happen that there is a pre-requisite at a course – Guest Form after arrival



Neptun / course registration

**First come first serve course registration period
07 February 8 AM – 14 February 2025 4 PM**

After the ranking period, if you have less points than others, you will be dropped from the course by Neptun.

- **So, you need to be quick to register yourself again for the free places offered for the rest of the students (like in a competition)**
- **If it is successful, you are enrolled to the course**
- **If not, after your arrival you need to ask the teacher's permission on the Guest form, and by submitting the Guest Form to me, I will register you onto the courses for which you got the permission.**



Hungarian Language Courses for Erasmus+ and other exchange students

Details:

General Hungarian language course I. / II.

<https://www.btk.elte.hu/hungarian-language-courses>

Contact: **hungarian_course@elte.hu**

Registration opens in Neptun at 10:00 AM, 11 February, 2025



Hungarian Language Courses for Erasmus+ and other exchange students

Details:

General Hungarian language course I. / II.

Registration opens in Neptun at 10:00 AM 11 February, 2025, and takes until the end of the "first-come-first-served" course registration period (**16:00, 14 February 2025**). Please note that there is a limited number of places, thus the registration happens on a "first-come-first-served" basis.

VERY IMPORTANT: there are two kinds of courses available, please register for one of them with the given code below (if you register with a different subject code, you will be dropped from the course automatically). **You can check the timetables around 4 february in Neptun under the given subject codes.**

- **1x90 min/week (Course in General Hungarian: BXI-HUNLANG-INT)**
- **2x90 min/week (Course in General Hungarian: BXI-HUNLANG-INTD)**

Please also note: the courses are organised in two different campuses or online, so always check if the location is suitable for you. The rooms marked with LD code are at the **Lágymányos campus in Buda**, while the rooms marked with **BD, BI** or **BF** are located at the **Trefort (Astoria) campus in Pest**. The ones marked with **NEMELTE** are the **online** ones via MS Teams



Hungarian Language Courses for Erasmus+ and other exchange students

Details:

General Hungarian language course I. / II.

Please also check the language level of the groups. The level is indicated by code in the name of the course:

A1.1 – total beginner

A1.2 – beginner, who have learnt some Hungarian before

A2.1 – recommended after completing at least 80 lessons of Hungarian language

A2.2 – recommended after completing at least 100 lessons of Hungarian language

B1.1 – pre-intermediate

B1.2 – Pre-intermediate more advanced

B2.1 – intermediate

B2.2 – intermediate+



Sport courses

You can register for sport courses in Neptun system. (**1 sport course=1 ECTS**)

You have to pay for the sport courses via Neptun/Q-space

official fee: 6000 HUF/course)

You can choose courses offered by BEAC (Budapest University Athletic Club).

Please ask the trainers if there is any other fee to be paid, apart from the official fee indicated by Neptun for the respective course!

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



Sport courses

VERY IMPORTANT!

If you register to a sport course, and decide not to go anymore,
YOU HAVE TO DEREGISTER !

If you do not deregister, you will still need to pay the 6.000 HUF.
We cannot deregister you manually.



Chapter 9

Quick Neptun training - Course registration

→ Wednesday 05 Feb at 10:00

Gombocz Zoltán Lecture room-047



How to use Neptun?

First of all, you need to be able to log in.

You got a **Neptun code**: combination of 6 digits/letters

To be able to log in, **generate your own password on the** website of our Quaestura Information Office (<https://qter.elte.hu/UjJelszo.aspx>).

Please, read the instructions in the Neptun code email!

It is essential to generate a new password and enter the system before you register for the university.

What will you need for generating a new password?

- Your mother's birth name (in Hungarian format: Family name first, then First name second, only the first letters are capital letters. ie: Anna Smith will be: Smith Anna)
- Zip code of permanent address
- Passport number (or ID number, if you don't have passport) – what you gave in the registration form!

In case you have any problems, remarks, please, contact your international administrative coordinator



Two-step authentication to Neptun – first login

Select the English flag icon on <https://neptun.elte.hu>

1st step: password-based identification (no change)

- download Microsoft Authenticator app from Application Store
- after opening accept the data protection declaration → click on Continue button
- go back to Neptun → click on Next button → receive a pairing code to your e-mail address → log into your e-mail account → Inbox
- Go back to Neptun → enter the code received via e-mail (valid for a short period of time) open Ms Authenticator app → click on „Scan a QR code” → scan it → you get a six-digit ID (valid for 30 seconds)
- go back to Neptun → below TOPT code: enter this ID → choose student web

Video on login process : <https://www.youtube.com/watch?v=4wZ5XcMmOs8>

- If case of login problem, please turn to Quaestura Student Customer Service Office:
<https://qter.elte.hu/Statikus.aspx/Elerhetoseg>



Questions

Questions:

Please contact your academic coordinator with academic questions/issues (subject, teacher, course related, Learning Agreement)

Please contact your administrative coordinator with other questions/issues





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Have a nice
Spring semester!

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