

FACULTY OF HUMANITIES



Dear Students Welcome

Please mute your microphone

EÖTVÖS LORÁND TUDOMANYEGYETEM — EÖTVÖS LORÁND UNIVERSITY

Useful information for the start of
the semester

www.btk.elte.hu

[https://www.btk.elte.hu/welcome-
to-our-new-students](https://www.btk.elte.hu/welcome-to-our-new-students)

Erasmus+ and exchange students

Tuesday, 31st August 2021

Department of International Affairs (DIA)

COVID regulations in Hungary

- **Wearing a mask is obligatory during classes and community spaces**

ALSO: using a mask is still obligatory inside hospitals and all health institutions + social institutions

- Vaccination is highly recommended
- Some bigger events require immunity certificate
- Gyms and sport facilities require immunity certificate
- No curfew
- Always check the university pages for update
- Information on PCR test:

https://www.bud.hu/en/testing_center

<https://www.synlab.hu/booking/locations>





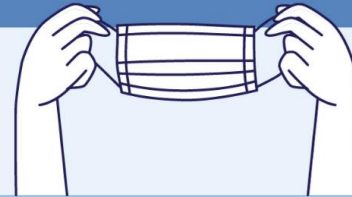
WE ARE HAPPY TO SEE YOU AT THE UNIVERSITY



It's really important to take care of each other.
Please follow the rules below.

WEAR A MASK

Cover your mouth, nose, and chin.



WASH YOUR HANDS FREQUENTLY

Practice good hand hygiene by washing your hands with soap and water or using alcohol or hand sanitizer.



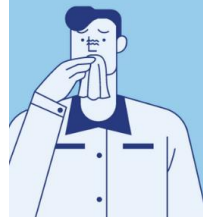
PRACTICE SOCIAL DISTANCING

Maintain at least 1.5-2 meters (6 feet) distance from others.



STAY HOME IF YOU FEEL UNWELL

Seek medical care early if you have a fever, coughs, and difficulty breathing.



Education and teaching arrangements



The education is completely offline, personal presence is required.

In case you have a visa, health or pandemic closure issue, contact your international coordinator.



Contents

- [Follow us online](#)
- [Orientation](#)
- [Legal stay](#)
- [Student ID](#)
- [Bank account](#)
- [Campus](#)
- [Documents during the semester](#)
- [Courses](#)
- [Academic regulations](#)
- [Technical and practical issues](#)



Follow us online



Webpages, social media



Join our Facebook groups:

[Students of the Faculty](#)

#eltebtk

[OFFICAL FACULTY WEBSITE](#)

[ELTE OFFICIAL WEBSITE](#)



Welcome & Introduction Days

Programme & useful information:

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



Information sessions on study programmes

for students who will study at the School of English and American Studies

English & American studies:

2nd September at 9 am, (BTK building R, 414)



Further programmes

TREFORT
KERT @FLINE
2021. SZEPTEMBER 7-10.



BECK@GRECSÓ

RICSÁRDGÍR

UTCASZAK

NÉZŐMŰVÉSZETI KFT.

FÜGGETLEN SZÍNHÁZ

DUCKSHELL

A festival between 7 and 10 September to celebrate the re-opening of the campus.

English language programmes also!

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





Chapter 1

Stay here legally

Border crossing, entry information

Check the following sites regularly.

[Hungarian Police – border crossing](#)

[ELTE information page](#)

With a valid residence permit or type-D visa, no equity request is necessary.

Equity request necessary:

- **EU countries:** without EU immunity certificate
- **Non-EU countries:** without valid residence permit or type-D visa



Border crossing, entry information

Quarantine: 10 days

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

NO:

with an immunity certificate accepted by Hungary, with an **Hungarian or Hungary-recognized immunity certificate**

presenting proof that the person has **undergone COVID-19 infection** within 6 months prior to reporting to entry

showing **two negative PCR tests** (must be performed within 5 days with a difference of at least 48 hours; the second test must be performed in Hungary)

YES: without an immunity certificate or with a certificate not accepted by Hungary

https://www.btk.elte.hu/information_covid_19



Immunity Certificate and vaccination

You can register for a vaccination: <https://vakcinainfo.gov.hu/> (Registration card number)

ELTE encourages every university citizen to take the vaccine as soon as possible

For more information on how to register for vaccination in Hungary please see the detailed guide [here](#)

Accepted certificates:

The bilingual, digital or printed Covid-certificate issued on request by a member state of the European Union is valid in every country of EU

The mutual acceptance of foreign immunity certificates: [list of countries](#)

Unilateral recognition of immunity certificates:

Romania, Russia, Switzerland



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**

More information:

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



Keeping your stay legal

Non-EEA students

- **Students 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. This document is absolutely necessary, together with the rest of the required documents.

Please check the website of the authority:

<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/>



Keeping your stay legal

Non-EEA students

Without visa, or with other than type-D visa:

One-day service of the National Directorate-General of Aliens
Policing:

7 September 2021

ELTE Lágymányos Campus

(1117 Budapest, Pázmány Péter sétány 1a)



Keeping your stay legal

The Residence Permit





Chapter 2

Student ID (Student card)

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



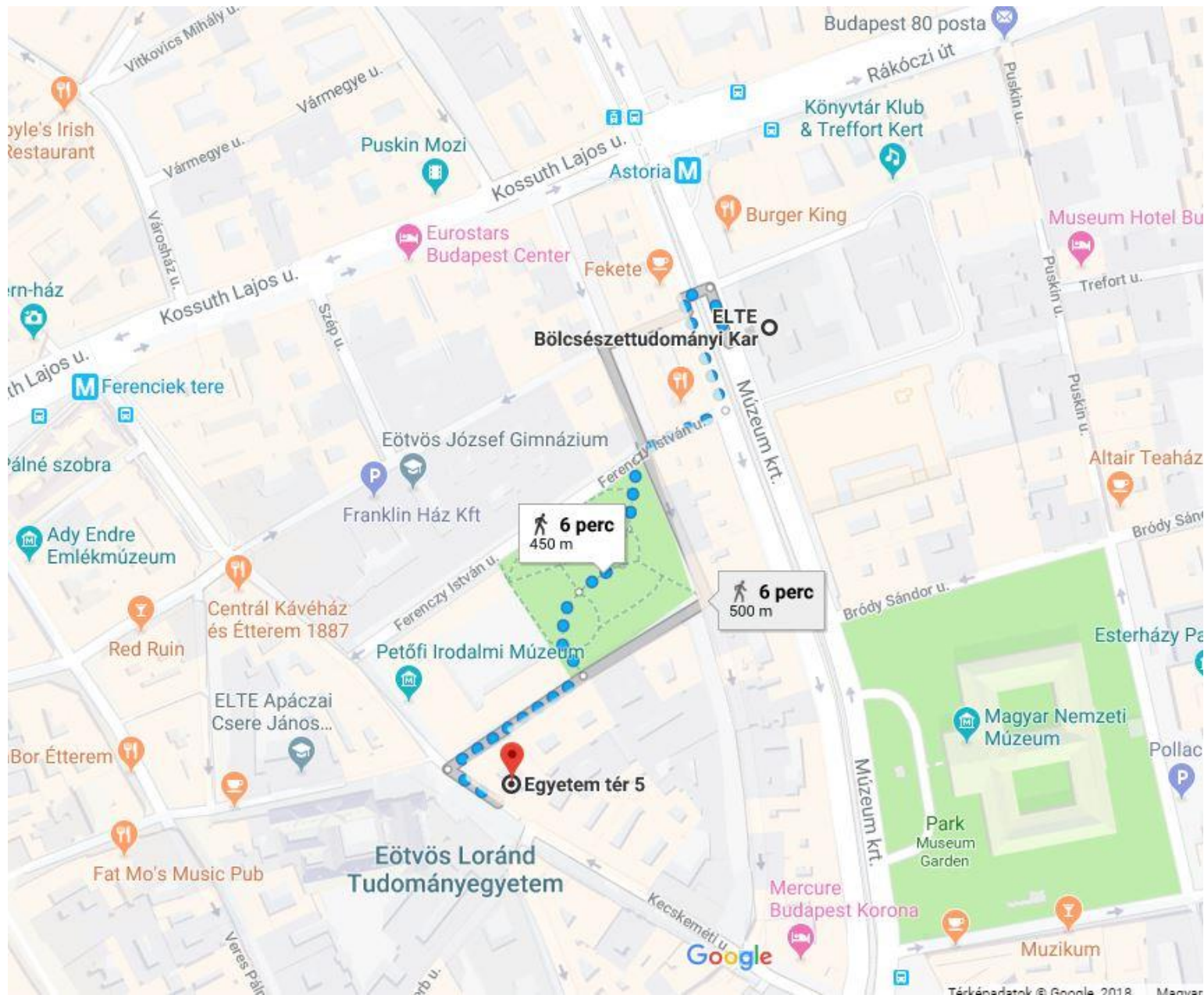
Quaestura Office

Location:

**Egyetem tér 5
1053 Budapest**

About a 10 minutes
walk from the
Faculty of
Humanities





Quaestura Office

Opening Hours at EGYETEM TÉR 5. from 14 June 2021

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

(A/4 format paper sheet document) (from 6th September)

- Issued by Quaestura Office described below:
- <https://qter.elte.hu/Statikus.aspx/GylK-Diakigazolvany>
- <https://qter.elte.hu/Ugy.aspx/StudentCard/StudentCardTemporary>

(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 links above mentioned. After 60 days the document expires and has to be requested once again from the Quaestura Office.

The card (document) will be available around the 3rd week of September and in any case after you have an active status in the Neptun system!!



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: 3.450 HUF**
- 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



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 - 16.000,- HUF (approx. 55 EUR) if paid by check.



Chapter 3

Bank account



Open a bank account in Hungary

State-scholarship holders (Tempus Foundation):

you have to own a bank account in Hungary in order to get the scholarship.

Erasmus+ and exchange students:

it is recommended to open one, 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





Chapter 4

Campus

Department of International Affairs (DIA)

Múzeum krt. 4/A

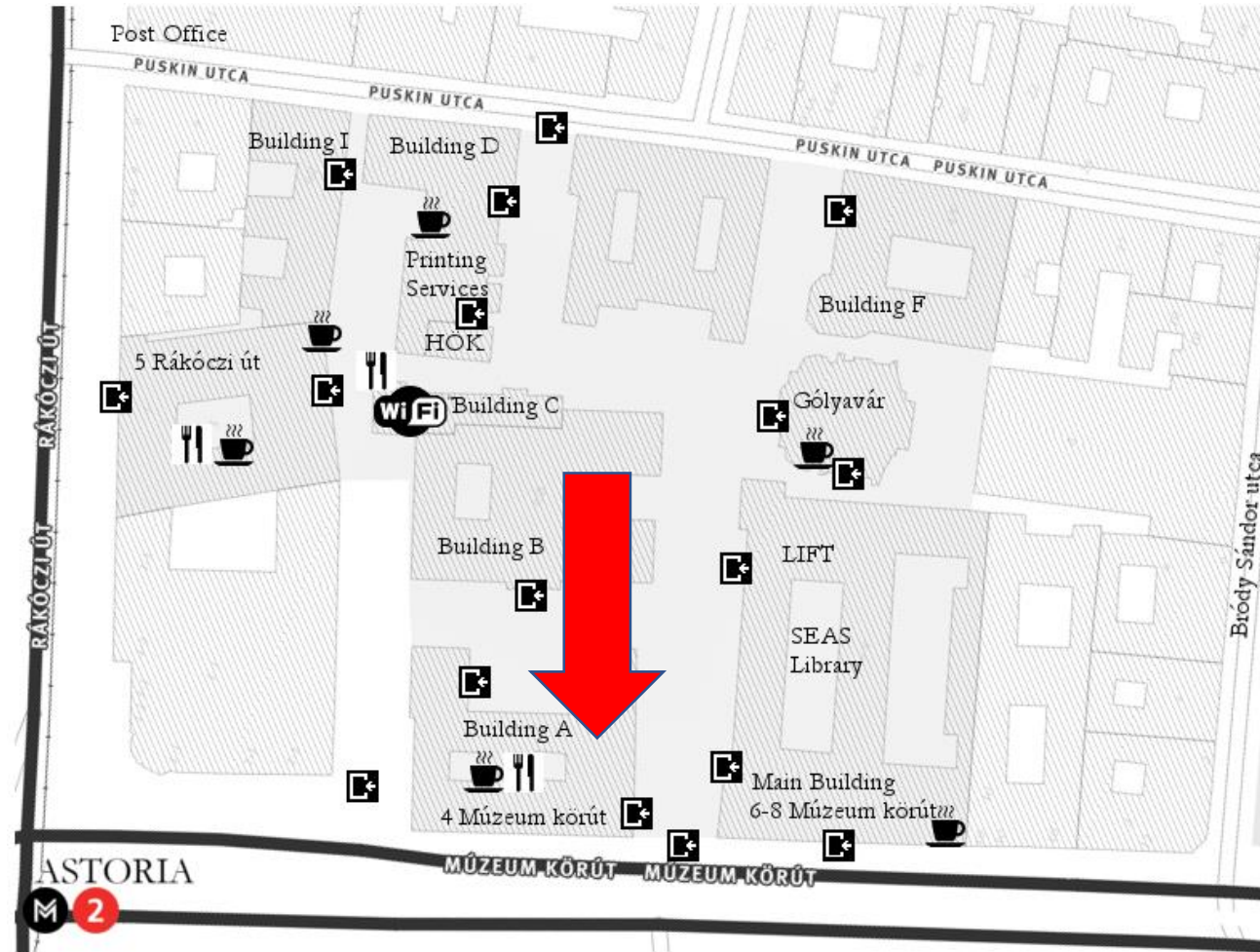
1088 Budapest

Ground floor, room 44

**(during the office hours with a booked
appointment via the Kronosz system)**



Department of International Affairs (DIA)



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



How do I contact the DIA?

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

Online office hours:

Monday: 13.00-16.00

Tuesday: no office hours

Wednesday: 13.00-16.00

Thursday: no office hours

Friday: 09.00-12.00



Student administration (only during the Welcome & Introduction Days)

Registration in person at the DIA office

Registration at the Department of International Affairs during the Welcome & Introduction Days

- ✓ Book an appointment: kronosz.elte.hu
- ✓ For the registration please book the slots. Registration is a must!

After the Welcome & Introduction Days: Office hours (via MS Teams or in-person): ONLY with booked appointment

- ✓ Book an appointment for an office hour: kronosz.elte.hu



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.



COACHING

Coaching is available for students studying at the Faculty of Humanities, ELTE, in the frame of HELP programme.

Coaching is a mixture of a mindset and methods to step out from your well-known and comfortable corner to find new viewpoints and perspectives: to get to know yourself better.

It supports self-development, discovering, reinforcing and activating your own inner resources.

Contact:

- Bori Nagy
- help_coaching@btk.elte.hu
- More information:
- <https://www.btk.elte.hu/help-coaching>



FREE TRAININGS

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

Project aims

- help you understand and cope with the process of cultural transitioning
- make your cultural and educational experiences sources of learning, insight and personal growth
- ensure that your psychological and social well-being is guaranteed throughout this time
- create a small international community that also functions as a support group

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



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 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 6

Documents during the semester



- In parallel with registering the courses in the Neptun system, please also register, list them on the document from above which can be downloaded from the website of the Faculty.
- Documents: Please download the document: [GUEST STUDENT FORM](#) here.
- For all courses listed on the form you must request the course instructor's/lecturer's approval to take part in the course by way of the teacher's signature preferably.
- 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 send the Form to your administrative coordinator by e-mail. Deadline: 30th September!



Before handing in the form: if you cannot register for one course because of the deadline or a course pre-requisite requirement please send an e-mail to the teacher requesting the permission of course attendance and forward the teacher's approving e-mail to your administrative coordinator. We will be able to solve the problem.

This will probably be the situation for most of the courses offered by the School of English and American Studies (SEAS)



Learning Agreement (for Erasmus+)

Always the departmental coordinators sign the document(not Izabella or 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



Confirmation of Arrival (for Erasmus+ students who are in Budapest)

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

The signature of this document can be requested only in person from your coordinator at the DIA office during the Introduction & Welcome Days or after your arrival.

Please book an appointment:

kronosz.elte.hu



Transcript of Records

- The Transcript of Records will be issued by Department of International Affairs (DIA) and it will be generated by the Neptun system. However you should pay extreme attention to the following matters:

1. Have all your courses registered in the Neptun system either by yourself or with the help of DIA (Izabella or Sándor, because of certain given conditions you might not be able to register all your courses in Neptun, no worry, DIA will provide assistance).

2. Respect the course-attendance policy and regulations and all requirements of the course in full accordance with what the instructor has asked from you.

More information about the course registration: on the occasion of Neptun training.





3. Register for each examination in the Neptun system at least 24 hours before the exam. If you fail to do so, you cannot take part in the examination and the course will not appear on the Transcript, no credits will be achieved. If you cannot register for the exam, please seek assistance at DIA.

4. Make sure that all your grades are recorded in the N. system before your departure so that we can issue your official Transcript of Records. The signed document will be electronically sent to your email address.

More detailed information will be sent before the examination period starts.

Confirmation of Stay

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

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



ELTE Caesar account & email address

- **Benefits:**

Compulsory!

- ELTE WIFI
- access to MS Office 365
- the official letters are sent to the ELTE email
- No problem with Hotmail, Yahoo mails
- via Outlook, your emails are available on every device
- access to Microsoft Teams

- **Step-by-step guide:** <https://www.elte.hu/en/it-support>

- **When you get your ELTE email address, do not forget to register it in 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 7

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 (Izabella or Sándor 😊)



How to sign up for the courses?



You can sign up for your courses in Neptun system.

Further info on courses and signing up on the Neptun Training Day (3rd September, Friday).

Please do not register for the courses until Friday!

Do not worry if you cannot register for one or more courses because of a course prerequisite obligation or if you miss the 10th September registration deadline. Izabella and Sándor will register the course in Neptun but you must present the teacher's signature and correct course code on the Guest Form.

Neptun tutorial film:

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



Hungarian Language Courses for Erasmus+ and other exchange students

Details:

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

(the deadline for course application is 6th September)

Contact: hungarian_course@elte.hu



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 via Neptun/Q-space
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

Sport week to try sport courses for free: 6-10th September

[Click here for more info.](#)



VIVA VITAMINWATER PRESENTS

6-10th OF SEPTEMBER 2021

ELTE SPORTS WEEK

MAIN VENUE BEAC 1117 Bogdánfy street. 10/B.

FUTSAL | HANDBALL | BASKETBALL | FOOTBALL | VOLLEYBALL | WATERPOLO | BOX | JIU-JITSU | KARATE | KICK-BOX | MUAY THAI | BODYSHAPE | SPINE TRAINING | PILATES | ZUMBA | FAT-BURNING | ARGENTINE TANGO | BELLY DANCE | HIP-HOP | MODERN DANCE | FUNCTIONAL TRAINING | KETTLEBELL | TRX | AERIAL HOOP | AERIAL HAMMOCK & SILK | TRACK AND FIELD | BALANCE | CHEERLEADING | DARTS | CLIMBING | YOGA | KAYAK-CANOE | POLEFITNESS | CHESS | SPINNING | SUP | ORIENTEERING | HIKING | SWIMMING | RUNING | CYCLING | TRIATHLON | FENCING | TABLE TENNIS | BADMINTON

■ TEAM SPORTS ■ MARTIAL ARTS ■ AEROBICS ■ DANCE ■ PHYS. PERF. TRAININGS ■ OTHER SPORTS ■ RACKET SPORTS

THE EVENT IS FREE! CHECK OUR FB-EVENT FOR FURTHER DETAILS AND TIMETABLE: [f](#) ELTE SPORT7 2021

Chapter 8

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** (= 30 times 90 minute slots in your timetable), you will not get a grade and have no credits





Chapter 9

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:

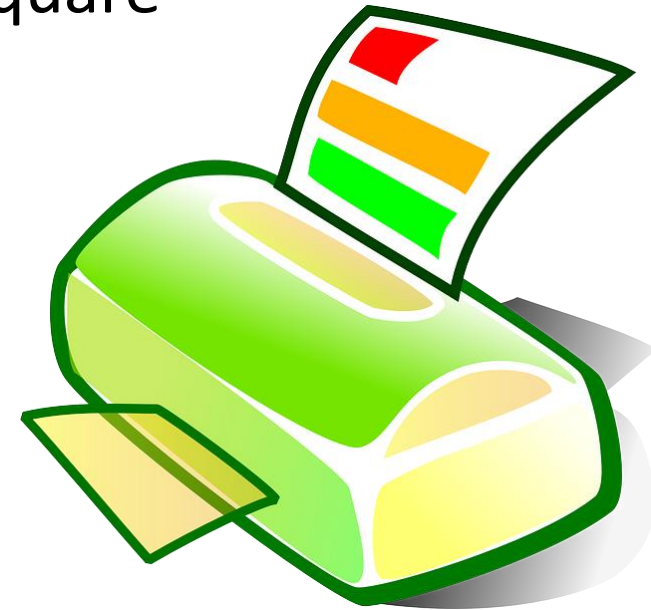
<https://www.elte.hu/en/it-support>



Copy shop

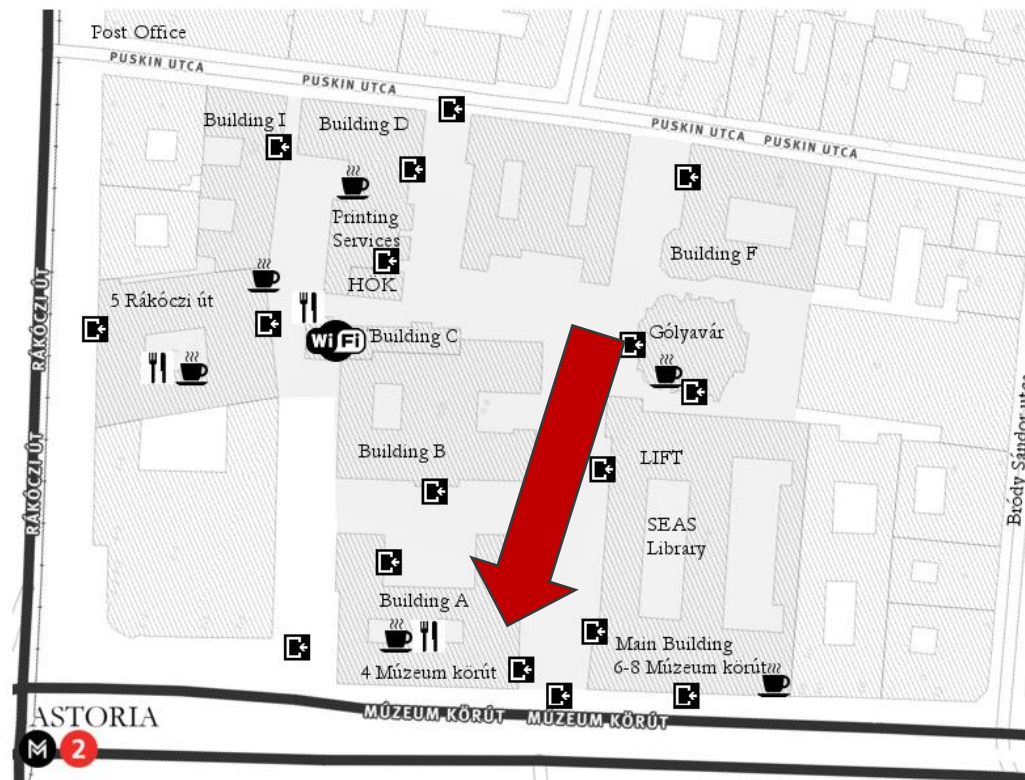
Nearby the campus:

Copying and printing at Kálvin square
(MINI Copy, CopyGURU)



Book shop

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

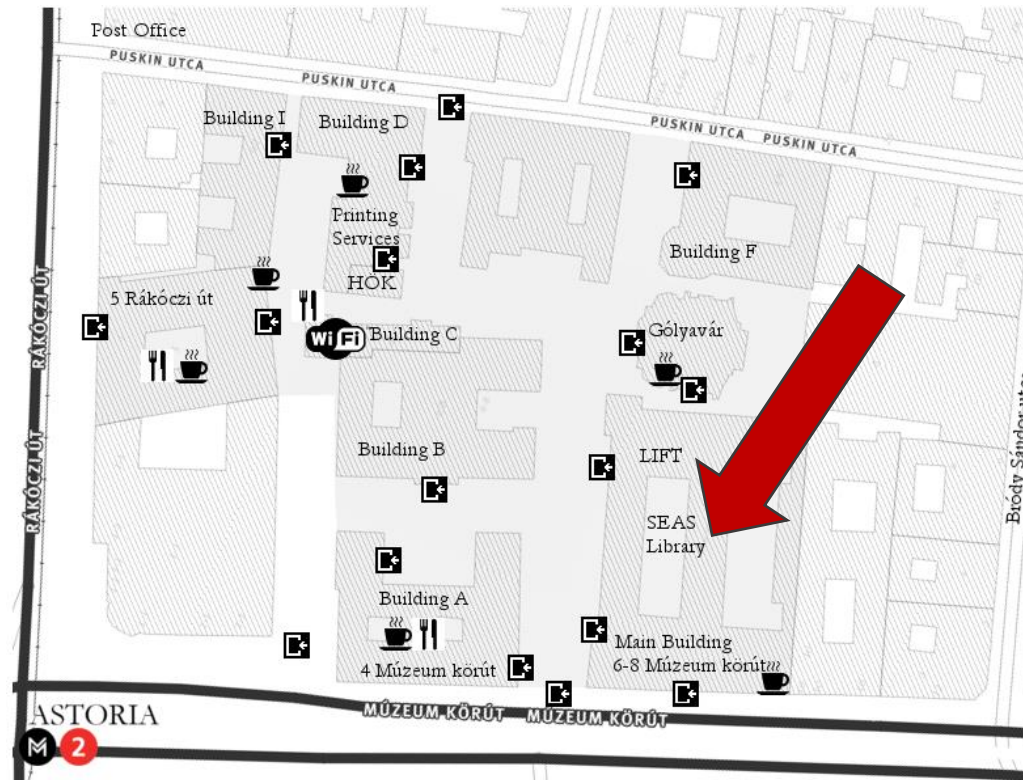


SEAS: School of English and American Studies
HÖK: Hallgatói Önkormányzat (Student Union)



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)



Libraries

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



Libraries

University library & catalogue:

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

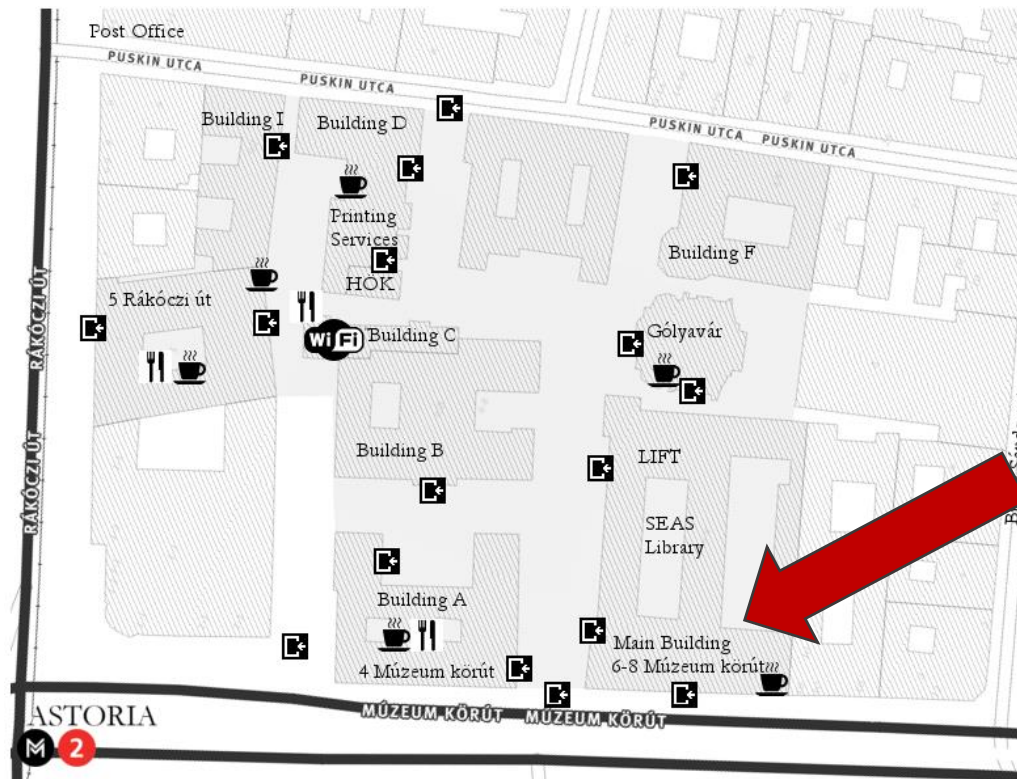
Online database available for ELTE students:

<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



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

Eating facilities near the campus

- Vega City: Múzeum krt. 23. (vegan food, menus, burgers)
- Subway: Astoria (sandwiches)
- McDonald's: Astoria
- Burger King: Astoria
- Bamba Marha Burger: Astoria
- Manu+: Múzeum krt 7. (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!





Campus Tour

(31st August: 15:00-16:00)

Meeting point: in front of building A

Neptun training

(3rd September Friday, 10:00-12:00)

Múzeum krt. 6-8 (Main building), room 252 (2nd floor))

Have a nice semester!

