

FACULTY OF HUMANITIES



EÖTVÖS LORÁND TUDOMÁNYEGYETEM — EÖTVÖS LORÁND UNIVERSITY

# ELTE BTK Welcome Week

Useful information for the start of  
the semester

**Monday, 2nd September 2019**

**Department of International Affairs**

# Contents

- Follow us online
- Information sessions
- Legal stay
- Student ID
- Bank account
- Campus
- Courses
- Academic regulations
- Technical and practical issues



Follow us online



# Faculty webpage, university webpage

- <https://www.btk.elte.hu/en/>
- <https://www.elte.hu/en/>



# Facebook, Instagram

- Faculty Facebook:

<https://www.facebook.com/eltefacultyofhumanities/>

- Facebook group for freshmen:

[https://www.facebook.com/groups/294010371537813/?source\\_id=2100423213399269](https://www.facebook.com/groups/294010371537813/?source_id=2100423213399269)

- Instagram: `elte_faculty_of_humanities`      `#eltebtk`



# Information sessions on study programmes

## English & American studies:

9:00 on 3rd September, Building R, room 423 (4th floor)

## Hungarian BA:

10:00 4th September, Building I, room "Bence György"

## Film studies:

17:30 on 9th September, MUK 6-8, room -137 (basement)





# Chapter 1

Stay here legally



Keeping your stay legal  
*National Directorate-General for Aliens Policing*  
- *OIF* (Immigration and Asylum Office earlier)

**Registration is a MUST!**



# Keeping your stay legal

## *National Directorate-General for Aliens Policing - OIF*

- 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
- **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.btk.elte.hu/en/content/practical-matters.t.3375?m=227>



# Keeping your stay legal

## Non-EEA students

- Obtain your Residence Permit
- **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.btk.elte.hu/en/content/practical-matters.t.3375?m=227>



# Keeping your stay legal

## The Residence Permit

If you arrived with a D-type visa, you will have the opportunity to get your Residence Permit at the Faculty on a given day. Further information later.

**If your Residence Permit is ready, you will be contacted by email.**



# 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

- **Clarify your student status** during the registration period of each academic year.
- In case you need to leave Hungary temporarily (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 you also have to pay the full tuition fee.





## Chapter 2

### Student ID (Student card)

# Quaestura Office Services

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



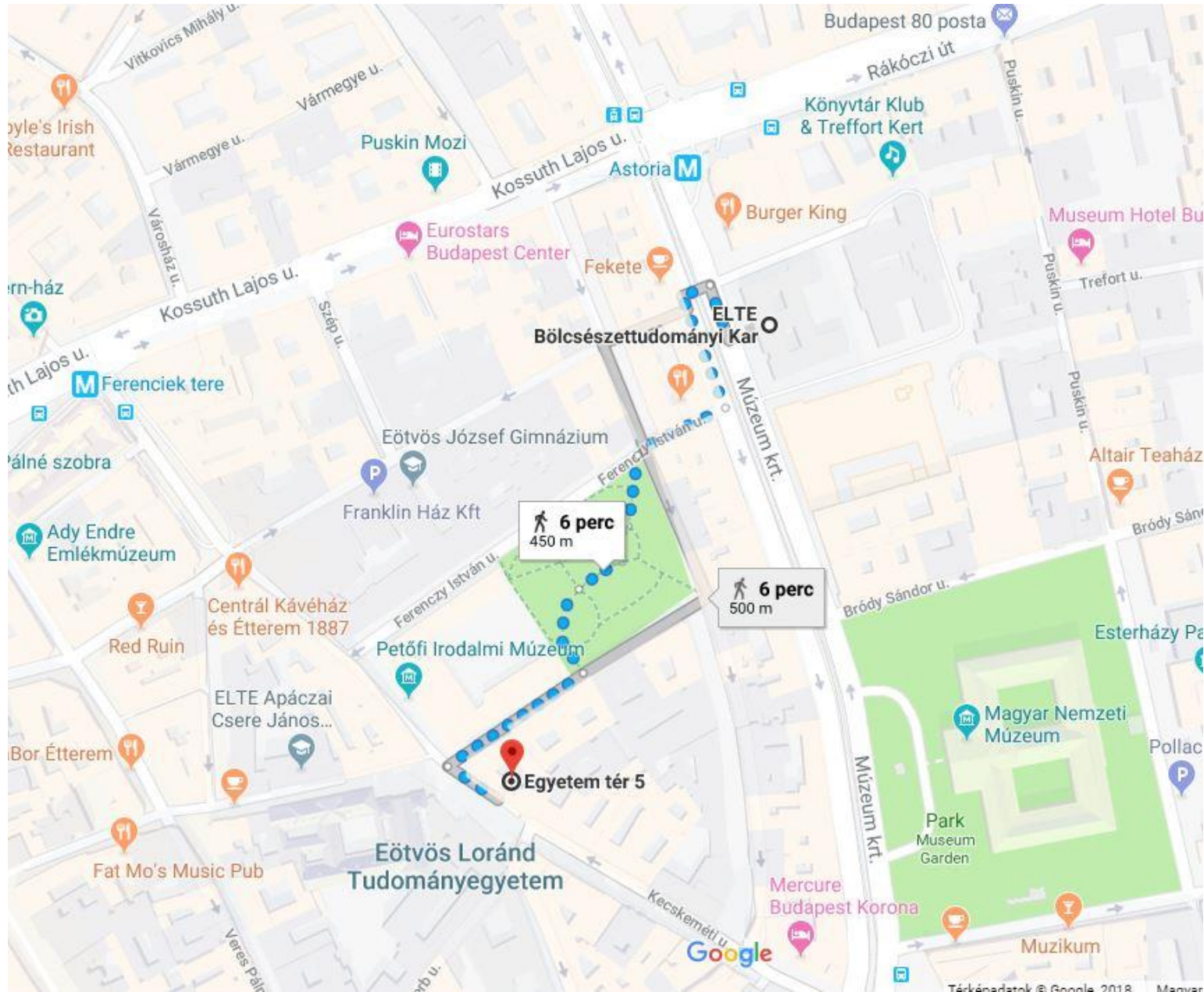
# Quaestura Office

## 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.



# 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 3rd week of September*





# Student Identification

Students staying longer than 12 months

## Plastic Student Card

1. Apply for student card at Kormányablak (Office of Government Issued Documents)
2. Register your application in Neptun with the NEK code (given to you by the Kormányablak)
3. Obtain a Temporary Student Certificate until you receive the card at the Quaestura Office

Guide: <https://www.elte.hu/en/student-card>







# Student Identification

Students staying longer than 12 months

## Plastic Student Card

- At the beginning of each semester, you need to validate your card (a sticker is put on the back by the Quaestura Office)!





# Student Identification

## Discounted transportation in Budapest

The **plastic card** as well as the **Temporary Student ID paper** are equally 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**
- 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.
- **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

## Finances

# Paying the tuition fee

First-year-students: before enrolment

After first semester:

- Autumn semester deadline– 14th October
- Spring semester deadline – 14th March



# Paying the tuition fee

Payment details & tuition fees:

<https://btk.elte.hu/en/content/fees-and-finances.t.3389?m=240>



# Paying the tuition fee

Message / Közlemény (in Hungarian):

**AC9201/04**

Applicant's name

Year and semester of the program

*For example (follow this order):*

John Smith

AC9201/04

2017/18 SPRING

BA in German Studies





# Other payments

- Done via Neptun system.
- Step 1: transfer money to ELTE's main account.
- Step 2: after 1-2 working days, the sum appears in Neptun, and you can pay the fees.



# Other payments

[Valid fees & charges of the Faculty from 1 August 2019](#)



# 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 (campus): Károly krt. 1

OTP ATM:

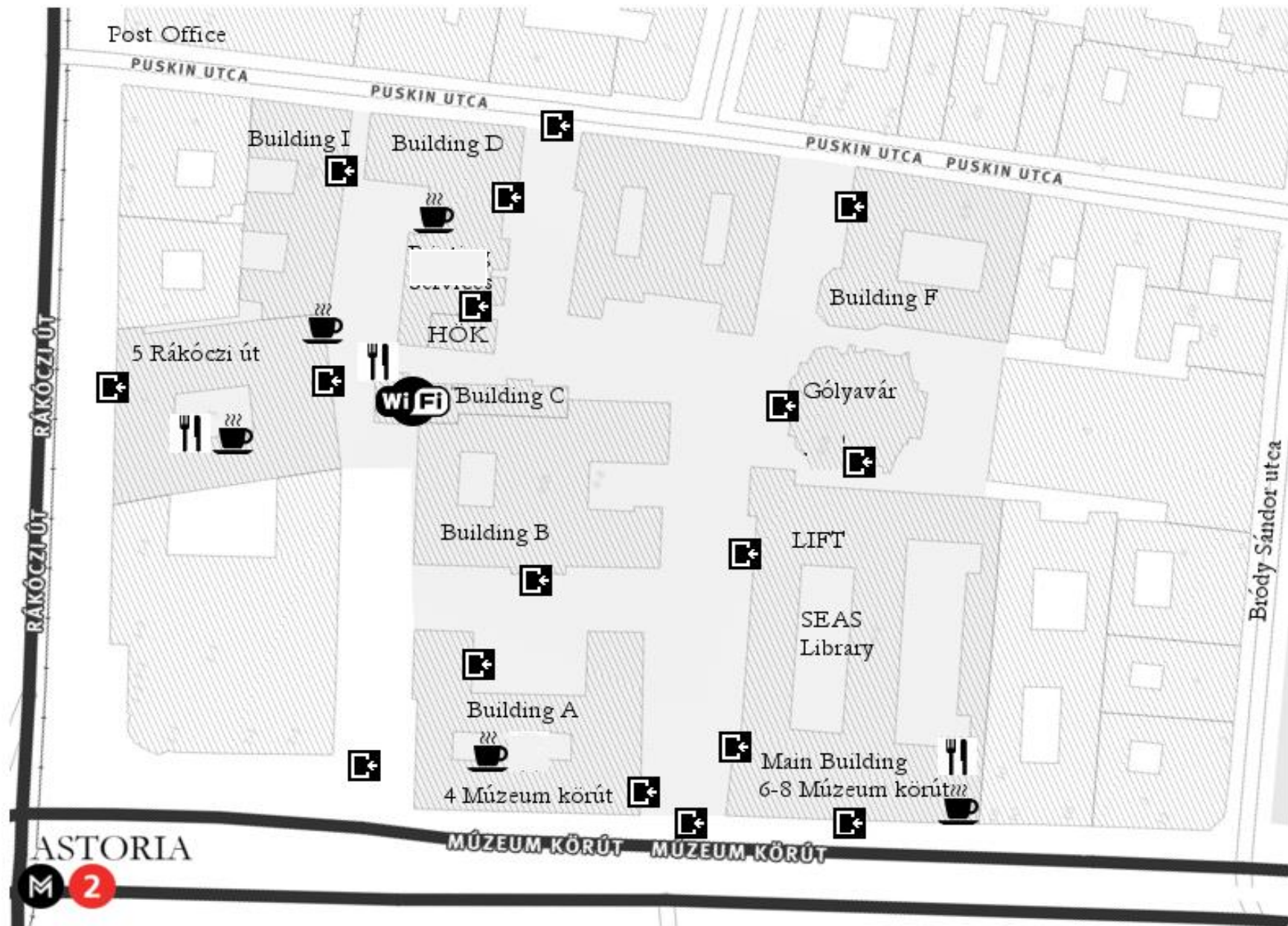
in building 4/A, next to the Dept. of International Affairs





# Chapter 4

## Campus



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

# Department of International Affairs (DIA)

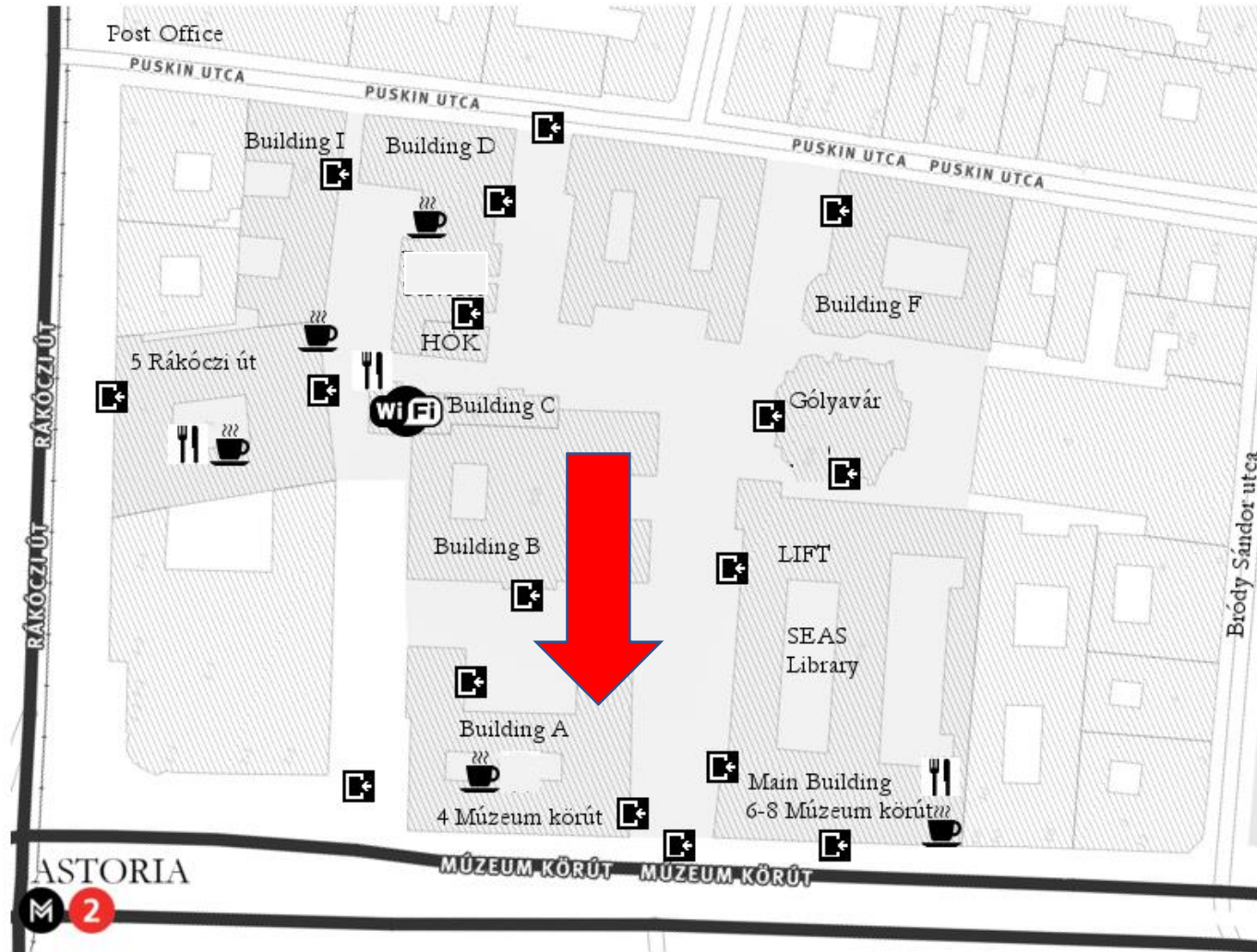
Múzeum krt. 4/A

1088 Budapest

Ground floor, room 44, 45



# 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**

13:00-16:00

**Friday**

9:00 – 12:00

**Tuesday and Thursday: *closed***

Beyond office hours, reach us by email.

***Please respect our Office Hours!***



# How do I contact the DIA?

By appointment

Ask your coordinator by email if you would like to come out of the Office hours.



# Buddy stop

From 4th September  
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.





# Chapter 5

## Courses

# Semester

- Registration period:
  - 2019-09-02–2019-09-06
- Study period:
  - 2019-09-09–2019-12-14
- Exam period:
  - 2019-12-16–2020-02-01



# Course registration periods

## Ranking registration period:

2019-08-30 20:00–2019-09-05 17:00

## First-come, first-served:

2019-09-06 08:00–2019-09-13 16:00

## Late course registration:

2019-09-16–2019-09-20

## Exam registration period:

? – usually in November



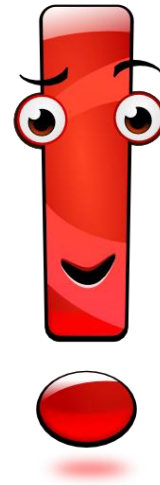
# Before course registration

- Always check the [curriculum](#)! (pdf or printed)
- The curriculum shows:
  - Code of the subject
  - Title of the course
  - Credits
  - Recommended semester
  - Prerequisites





- Always plan which courses to take, the recommended semester column can help.
- Curriculum is important, because Neptun is not always correct.





# Codes

## BBI-ANG-102E

BBI	ANG	102E
B = BTK B = Bachelor I = International	institute	Subject number and sub- group

- BBI = BA courses
- BMI = MA courses
- BMVD = free electives
- VTN = sport courses

**Do not take OT, BBN or BMN codes! These are for Hungarian students!**



# Always check the prerequisites!

## B) General Module for Modern Language Majors: 6 credits

FLN11-101E	Introduction to linguistics	1	lect	obl	28	3	
ANG-101E	Introduction to literature	1	lect	obl	28	3	
Total					56	6	

## II. Core Studies: 156 credits

### A) Foundation Studies within Core Studies: 56 credits

1) Obligatory for both the English and the American specialisations: 56 credits

General Language Module: 14 credits							
ANG-102E	Language practice 1	1	sem	obl	56	4	ANG-102E
ANG-106E	Language practice 2	2	sem	obl	56		
ANG11-104E	Academic skills 1	1	sem	obl	28	3	
ANG11-108E	Academic skills 2	2	sem	obl	28	3	ANG11-104E
<i>Introductory Module in English and American Studies: 13 credits</i>							
ANG-112E	Introduction to literature	1	sem	obl	28	3	
AME-121E	The British and American political systems	1	lect	obl	28	3	
ANG11-132E	Introduction to linguistics	1	sem	obl	28	3	
ANG-141E	Foundations of phonology	2	lect	obl	14	2	
ANG-151E	Foundations of syntax	2	lect	obl	14	2	
<i>Writing skills, typography: 5 credits</i>							
ANG11-181E	Professional writing	1	lect	obl	28	3	
ANG11-183E	Typography	2	lect	obl	14	2	
<i>Proficiency Examination: 3 credits</i>							





Strong prerequisite:

e.g. BBI-ANG-102E

The prerequisite have to be completed previously.

Weak prerequisite:

e.g. (BBI-ANG-106E)

The prerequisite can be completed together with the particular course.

# 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, Tuesday).



## 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/>



# Institutional websites

You will find more information about your courses at your programme's institutional/departamental website:

School of English and American Studies (SEAS): <http://seaswiki.elte.hu/>

Department of French Language and Literature: <http://frantan.elte.hu/>

Department of Spanish Language and Literature: <http://spanyolszak.elte.hu/>

Germanistics Institute: <https://sites.google.com/site/eltegermanisztika/>

Department of Dutch Studies: <http://cns.elte.hu/>

Department of Scandinavian Studies: <http://svea.elte.hu/>

Department of Russian Language and Literature: <http://szlavintezet.elte.hu/>

Department of Hungarian as a Foreign Language:  
<http://mid.elte.hu/index.php/mesterkepzes/>

Department of Logic: <http://phil.elte.hu/logic>

Department of Film Studies: <http://film.elte.hu/en/>



# Chapter 6

## Academic Regulation



# Academic Regulation

## Plan things ahead...

Academic calendar:

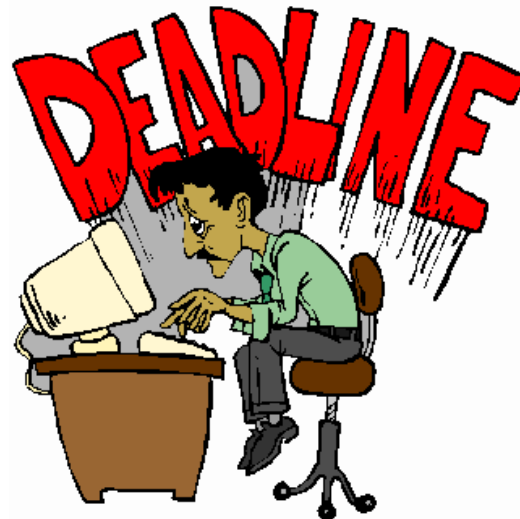
[https://btk.elte.hu/academic\\_calendar?m=252](https://btk.elte.hu/academic_calendar?m=252)





# What is a deadline?

- Last day, date until you can do something. You can do it earlier either, before the deadline, but not later.



## Academic Regulation: Absence Policy

- by the end of semester (end of January/beginning of February) you must have at least 1 completed subject (with a grade better than 1 'fail')
- in case you do not, 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 contact the authorities



# Academic Regulations

Consult the Academic Regulations manual.

<http://www.elte.hu/en/regulations>



# Academic Regulations

## Passive semesters

- Only 2 consecutive (semesters after each other) passive semesters.
- 3rd is with permission.



# Academic Regulations

## 36 credits

### 36 CREDITS

- Please be sure that you complete minimum 36 credits during the first 3 semesters of your studies.
- “The student shall be expelled from the programme if he/she fails to obtain 36 credits over the course of his/her first three active semesters.” (*Academic Regulations for Students, Section 327*)



# Academic Regulations

## Credit exceeding

- When you take more credits than it is necessary for your study programme.
- Over 110% of necessary credits.
- Not completed credits are also counted in the exceeding!



# Academic Regulations

## Credit exceeding

### Example:

- Your study programme is 180 credits, and you take 210 credits during your studies.
- 110% = 198 credits
- $210 - 198 = 12$  credits for which you pay before graduation



# Academic Regulations

## Number of course & exam registrations

### **3 COURSE REGISTRATIONS + EXAM TRIES 6 TIMES ONLY**

- If you do not complete a course after 3 course registrations and/or 6 exam tries your student status will be terminated=cancelled automatically.
- In the case of language proficiency exams, 4 registrations are allowed.
- If you are not sure about your knowledge/success of the exam, drop the exam 24 hours before the exam date!





# Academic Regulations

## Number of course & exam registrations

**The termination can be avoided by handing in a request to the Educational Committee. For the 4<sup>th</sup> or further registration, or 7<sup>th</sup> or further exam attempts requests should be handed in after all semesters!**



# Educational Committee

- Chairperson: Vice-Dean for Educational Affairs
- Members: Teachers and students from the Students' Union of the Faculty
- 2-3 meetings/semester (beginning and end of semester)
- Decision on students' study issues.



# Educational Committee

For what issues do I need to hand in a request to the committee?

- Weakening of prerequisites.
- 4th or more course registration of one subject.
- 7th or more exam registration of a subject.
- 3rd or more consecutive passive semesters.
- Late request for a passive semester (only with a doctor's certificate).



# Credit Transfer Committee

- One meeting/semester (at the beginning of the semester).
- Chairperson & members: teachers and students from the Students' Union of the Faculty



# Credit Transfer Committee

For what issues do I need to hand in a request to the committee?

- If you have some completed courses from other programmes/specialisations, and you would like to have their credits accepted within your current programme.



# Academic Regulation

## Official requests

All requests related to your studies must be submitted at the Department of International Affairs.

Forms are available on the Faculty website:  
[https://btk.elte.hu/document\\_database?m=238  
& locale=en](https://btk.elte.hu/document_database?m=238&locale=en)



# Academic Regulation

## Grading system

### Five-point scale:

And excellent (5) grade is assigned to the student who thoroughly knows the entire subject matter in all of its inherent relationships and is able to independently apply his/her knowledge with absolute certainty;

A good (4) grade is assigned to the student who thoroughly knows the entire subject matter of the course and can safely apply its content;

A satisfactory (3) grade is assigned to the student who knows significant portions of the subject matter of the course and is able to apply them with suitable safety;

A pass (2) grade is assigned to the student who knows the significant parts of the course on a satisfactory level and is able to demonstrate an acceptable level of familiarity in the application of the content of the course;

A fail (1) grade is assigned to the student who does not command sufficient knowledge and demonstrate skill in applying the practices of his/her chosen field.





## 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)



# Copy shops

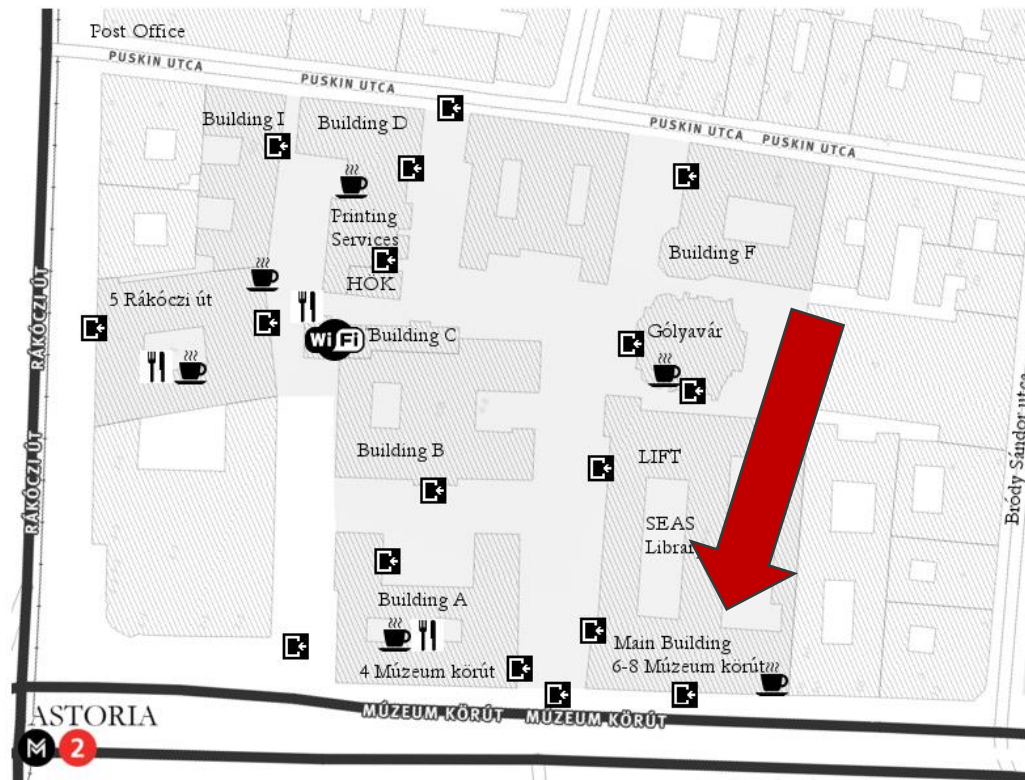
Kálvin square, 5-8 min walk from the campus:

- Mini Copy
- Copy Guru



# Book shop

Book shop at the campus: main building, basement



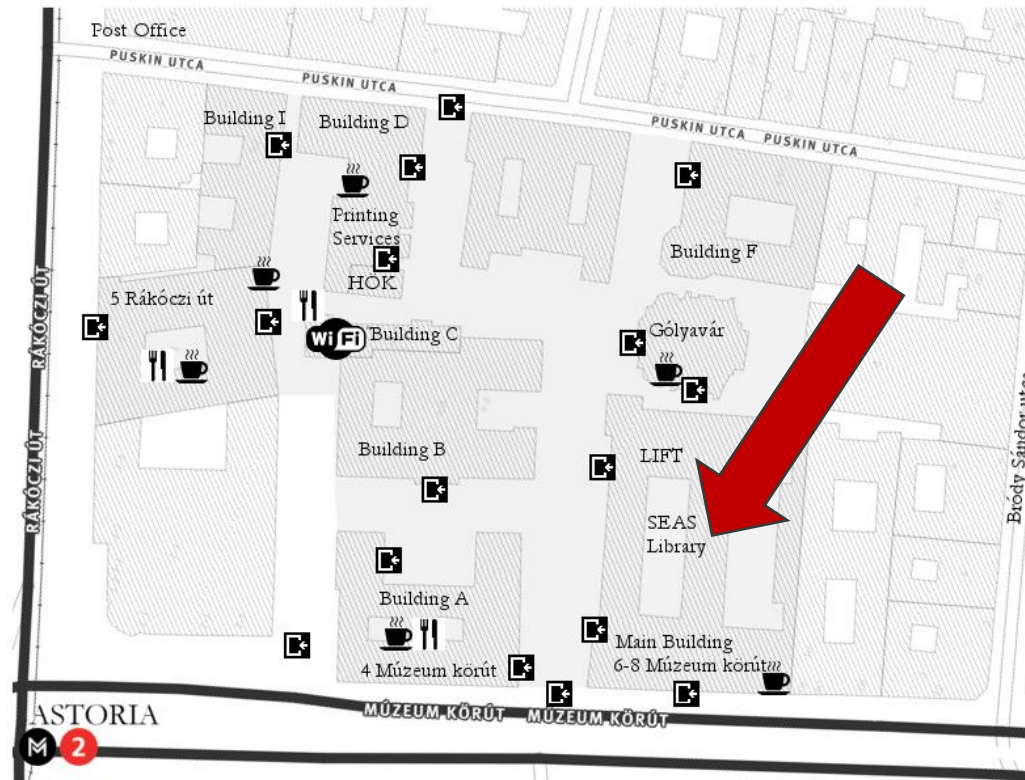
SEAS: School of English and American Studies  
HÖK: Hallgatói Önkormányzat (Student Union)

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

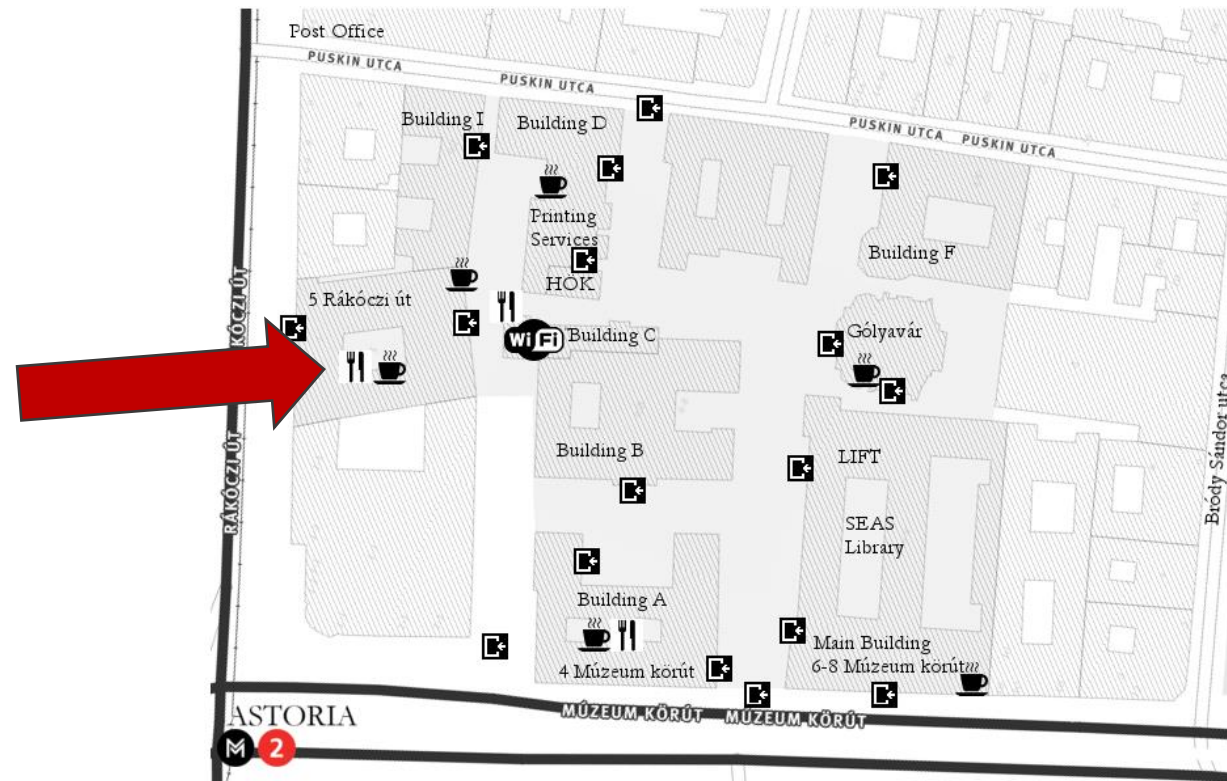
# Libraries

Every department has its own library. Ask your teachers for information.



# Eating facilities near the campus

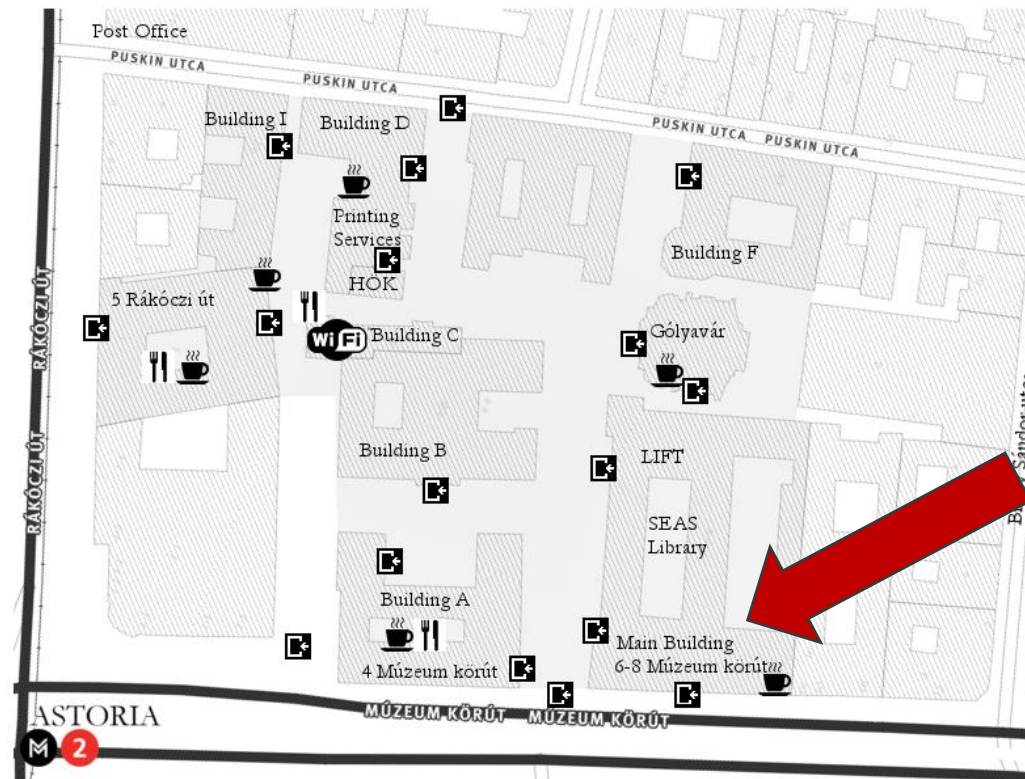
- Aula Étterem (at the campus): whole meals, menus, salads, desserts



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

# Eating facilities 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)
- Mindenem: Next to ELTE in the direction of Kálvin square
- McDonald's: Astoria
- Burger King: Astoria
- Tesco Express: Astoria (supermarket)
- Aldi: Kossuth Lajos utca 13. (supermarket)
- Lipóti bakery: Rákóczi út 4-6.
- Black Cab burger: Rákóczi út. 19. (hand-made burgers)
- Zoska: Ferenczy István utca 28. (breakfast and café)
- Csendes: Ferenczy István utca 5.
- Belvárosi Disznótoros: Király utca 1d (Hungarian food)
- Mir Kebab: Király utca 1d (fine Turkish food)
- Cserpes café: Sütő utca 2, near Deák square (Hungarian dairy products, sandwiches)





Have a nice semester!

