

Welcome Package

Academic Year 2018/2019

Spring Semester

Faculty of Humanities

Eötvös Loránd University



Compiled by the Department of International Affairs

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Dean's welcome

Lectori salutem!

Welcome to the Faculty of Humanities of Eötvös Loránd University--Hungary's oldest and most comprehensive faculty of its kind. We are proud to have an outstanding reputation for our teaching and research in the humanities and all related in interdisciplinary fields.

Our faculty--also known as ELTE BTK--promotes a dynamic and vibrant study environment, which aims at inspiring the next generation of global citizens.

Whether you are considering doing an undergraduate major, earning a Master of Arts degree or a PhD, or attending a foundation course in English or Hungarian, you will find many of your questions answered on this website. I encourage you to learn more about the Faculty of Humanities and plan a visit to our campus to see first-hand the strengths of our programs and the benefits of receiving your formal education in Hungary.

Our educational vision in the new millennium has begun to extend beyond the gates of our campuses, and by now we must acknowledge that one can hardly encounter a duty that is more important than using our resources to educate the young, be it on a local or a global level. We are genuinely and seriously committed to this goal.

ELTE BTK is Hungary's longest standing and most prestigious faculty. In 2015, our Faculty – together with ELTE University – celebrated the 381st anniversary of its founding, which aptly indicates our leading position in scholarship and the stability it represents, not only in Hungary's scientific and social history, but also in East-Central Europe's variegated educational landscape.

Our Faculty is not only the oldest and – for over seven consecutive years – the absolute best in the country, but also the largest institution in Hungary, with 16 institutes and 71 departments offering 59 Bachelor's, 76 Master's and 71 PhD programs of 5 doctoral schools.

As Hungary's most innovative and progressive faculty, we are proud to make a difference in maintaining constant scientific dialogue with the universities and research institutions of the target regions of the world; its cultures, literatures and languages are all incorporated into our internationally acknowledged curricula. We teach 68 different foreign languages at the Faculty, which continuously helps us strengthen our position as one of the region's first-rate institutions, supported by world-class international research collaboration. The expertise our instructors use to disseminate knowledge – in academic and practical realms alike – to nearly 8,000 students also contributes to the social and economic development of Hungary and the Central European region. We believe in the fact that the teaching of languages is instrumental, as it to help us find ways to integrate language study into the rest of the curriculum. This has become a core idea behind the process of internationalization that the Faculty has recently initiated. Without bias, we can now designate ourselves as a truly “international faculty.”

I am proud to say that at present, hundreds of international students engage in full- or part-time studies at our institutions at preparatory, BA, MA and PhD levels. We have been working hard for the past several years to attract international students who are keen to attend the foreign language programs of our Faculty. A wide range of full- and part-time programs is available for our international students, and we are happy to have introduced several exciting, foundation programs, including General English, English for Specific Purposes, as well as a Foundation Course in Hungarian for Foreigners.

We are striving to build a global faculty, which can provide our students with the opportunity to gain international experience and broaden their horizons inside and outside the narrower fields of humanities. We provide opportunities for students to study abroad, to learn foreign languages and to combine their academic studies with work experience through placements and internships. We are committed to life-long learning and offer courses for professional development.

We look forward to having you as our student. Learn about our people--our gradually expanding portfolio, our dedicated students, our renowned faculty, and our incredible alumni network that spans the globe. Our ambition is to become one of the leading humanities faculties in the world.

Cordially yours,

Gábor Sonkoly, DSc

Dean

An Overview of the Faculty of Humanities

Our Faculty is the oldest faculty of Eötvös Loránd University. The university, founded by Péter Pázmány, Cardinal of Esztergom, was originally launched as a Jesuit university consisting of a humanities and a theology faculty. Our Faculty started academic work right after foundation, on 13 November 1635.



The university went through many changes in the coming centuries but one thing remained the same – it has been the leading university of Hungary. The Faculty of Humanities today with its 16 institutes and 8000 students is the largest faculty of Hungarian higher education.

[For further information please visit our website!](#)

Department of International Affairs

Our Department will be pleased to answer your questions related to your administrative, academic, and extracurricular issues.

How can I contact the Department of International Affairs?

By appointment:

- Admission: **admission@btk.elte.hu**
- English and Hungarian Foundation Programmes: **foundation@btk.elte.hu**
- Self-paying BA and MA students: **iso@btk.elte.hu**
- Stipendium Hungaricum Programme: **stipendiumhungaricum@btk.elte.hu**
- Mobility and exchange programmes: **incoming@btk.elte.hu**, **outgoing@btk.elte.hu**
- Financial issues: **international-finances@btk.elte.hu**

Our team will do its best to answer your e-mail within 2 -4 days depending on the nature of your case. Please make sure to mention your name and Neptun code in the e-mail.

Walk-in office hours

Please note that due to the high influx of international students, during certain periods you might be asked to wait before our coordinator becomes available.

Location of International Student Service

- **Location:** 1088 Budapest, Múzeum krt. 4., Building “A”, Room 44-45

Walk-in office hours

Monday	Tuesday	Wednesday	Thursday	Friday
13.00-16.00	<i>Office closed</i>	9.00-12.00 13.00-16.00	<i>Office closed</i>	9.00-12.00

Student requests will only be processed during office hours.

International Leadership

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Professor

Vice Dean for International Affairs

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Phone: +36-1-411-6500 / 2265

E-mail: foundation@btk.elte.hu, admission@btk.elte.hu

Mentoring system:

ESN (Erasmus Student Network)

E-mail: btk@esnelte.hu

Important phone numbers

The University's central phone number is: +36 1 411 6500

Emergencies
General emergency: 112
Ambulance: 104
Fire brigade: 105
Police: 107

Check-in and Orientation for Erasmus+ and exchange students

Erasmus+ students

If you participate in the Welcome Week: you have to sign an Attendance sheet. Basically, it means you have checked in. You need no other registration.

If you do not participate in the Welcome Week: arrange an appointment with your coordinator, and visit the Department of International Affairs as soon as possible after you arrived. Without the check-in, you will not be able to register for the courses.

Other exchange students

If you participate in the Welcome Week: you have to sign an Attendance sheet and a Registration form. Basically, it means you have checked in. You need no other registration.

If you do not participate in the Welcome Week: arrange an appointment with your coordinator, and visit the Department of International Affairs as soon as possible after you arrived. Without the check-in, you will not be able to register for the courses.

Check-in and Orientation

After you have attended orientation, you will have to proceed to the Department of International Affairs and check in.

Due to the high influx of students, please schedule enough time to check-in. *Please note that we do not attend to your needs on a first-come-first-served basis.* **Please read about the registration procedure on a separate sheet.**

When you check in, you will need to arrange the issues as follows:

- taking copies of all documents:
 - passport
 - visa
 - valid residence permit (if any)
- Adult Learning Agreement (to be signed in two copies)
- proof of payment (original bank slip and its copy)
- activation in the Neptun (student database) system
- provide the department with your latest contact details
- Accommodation Reporting Card and other important details required by the Office of Immigration and Asylum
- receive information about course registration
- receive information about your Student ID and health insurance
- ask any questions you might have

If you need a **mentor / student guide** to help you take the first steps, please contact the Chief Mentor of ESN Faculty of Humanities by sending an e-mail to btk@esnelte.hu

Student ID

For shorter than 12 months: temporary student certificate

If you are a student staying at ELTE shorter than 12 months (e.g., Erasmus students), you can receive a temporary student certificate.

To receive a temporary student certificate, you need to **go to Quaestura Office and make your request there. You receive your temporary student certificate right there immediately.**

When you go to Quaestura, take your ID (EU members) / passport (outside EU) with you. You can also take your Neptun code (this helps the administration).

The temporary student certificate is an **A4-sized paper** (“Igazolás”). It contains your data (name, place and date of birth, address, type of student status).

This document is **valid for 60 days** and you need to renew it after 60 days. To receive a renewed document, you need to go back to Quaestura Office after each 60 days. **Always check the date of expiry on the document, under *point 6* (“Az igazolás érvényességének ideje”)!**

For longer than 12 months: plastic student card

If you are a student staying at ELTE longer than 12 months (e.g. full-time students), you cannot have a temporary student certificate without making an application for a permanent student card (a plastic one).

To receive a plastic student card, you need to start your request (see *Steps 1-3* below).

It takes some time until you receive this plastic student card. Therefore, we strongly advise you to **also request a temporary student certificate (valid for 60 days) at Quaestura Office** while your request for the plastic student card is being processed (*Steps 1-3*).

This student card is a plastic orange-brown card, in size similar to a bank card. This card contains your data (name, place and date of birth, address, type of student status), name of the university (*Eötvös Loránd Tudományegyetem*), and period of validity.

To receive the plastic card, you need to follow these steps:

1. ***Step 1:* Go to an *Office of Government Issued Documents* (short term: Registration Office; in Hungarian: Kormányablak) and apply for a student card.**

At the office tell the officer that you would like to apply for a student card and they will help. There they will take a photo of you and have your main data registered. You get a form with a unique code in the top right corner called NEK identifier. **Please double check all your data on the issued NEK-document! The data on the NEK document have to be exactly the**

same as the data registered in the Neptun system (if not, your student card request will be rejected)!

2. **Step 2:** You need to register your application electronically in the Neptun system.
Go to *Administration* -> *Student card request* -> *Add new*

Here you need to type in

- (1) your NEK identifier (mandatory)
- (2) demand type (mandatory)
- (3) your address (mandatory)

- (1) **Your NEK identifier**

Type in your NEK identifier correctly **without any hyphens / dashes.**

- (2) **Demand type**

Here you can select the reason of your request (e.g. first application, due to data change, lost, new request due to false data)

- (3) **Your address**

Select your home address (i.e., your permanent address in your home country) from the drop-down menu. The card will be posted to the Registration Office, where you have earlier applied for the NEK form.

Students with Hungarian nationality (with dual citizenship):

You can select your Hungarian address from the drop-down menu:

- **if** you have a dual citizenship, including Hungarian nationality
- **and if** you have a Hungarian permanent address with the official card called *Lakcímet igazoló hatósági igazolvány*
- **and if** your Hungarian address is registered in the Neptun system.

In this case, the card will be posted to this Hungarian address.

If you only have a residence permit but no document called *Lakcímet igazoló hatósági igazolvány*, do NOT type in your Hungarian address.

NOTE! There is one more field on this page: "second institution". Do NOT fill in this field because in that case some further administration would be necessary.

After you've started the student card request, your card is hopefully ready in **2-3 months** if there are no complications.

3. **Step 3:** Your student card is ready and you can obtain it.

The student card is posted to your Hungarian address or you need to fetch it yourself at the Registration Office (see **Step 2**).

Check on this site <https://igenyles.diakigazolvany.hu> whether your student card is ready. When your student card is ready, you will see this text: “Sikeres diákigazolvány-igénylés” (“Successful student card request”)

The plastic student card

When you receive your plastic student card, you will have to go to the Questura office and ask for a **validation sticker** for the semester. *Without this, your student ID is not valid and cannot be used for purchasing a monthly student pass, for example.*

You will have to ask for a sticker at the beginning of every semester. The stickers will cost you nothing, it is purely a very important administrative measure.



The back of a student ID

Academic Calendar 2018/2019

If you are a Bachelor, Master, or PhD student, [please view the regular academic calendar in the Information Guide for International Students](#).

The academic calendar of the English Foundation Course (preparatory year) students differs from that of regular students (please note the differences below).

Spring Semester for regular BA and MA students

Spring registration period	4-8 February 2019
Orientation Days (for international students, in English)	4-8 February 2019
Study period	
First day of tuition	11 February 2019
Spring break	17 – 23 April 2019
Last day of tuition	17 May 2019
Pázmány Day	10 May 2019
Exam period	
First day	20 May 2019
Last day	5 July 2019

Spring Semester for English and Hungarian Foundation students

Spring registration period	4-8 February 2019
Orientation Days (for international students, in English)	4-8 February 2019
Study period	
First day of tuition	11 February 2019
Spring break	17 – 23 April 2019
Pázmány Day	10 May 2019
Probable exam period	27th-31th May 2019 (Monday-Friday)
First day	20 May 2019
Last day of tuition	30 June 2019

The academic year in Hungary starts in September and is built up of two semesters: Autumn and Spring semesters. Both semesters start with a registration period which is followed by the study period and an examination period afterwards.

Finances and tuition fee

After the first payment of the tuition fee, the payment deadlines are as follows:

Autumn semester: 15 October

Spring semester: 16 March

More information in regards to the tuition fee payments and any applicable regulation can be found on the website of the Faculty:

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

Should you at any point decide to discontinue your studies, refunds can only be given under **certain *vis major* circumstances**. Please consult our website for more information.

The bank account of the university is the following:

IBAN Bank Account: HU 03 1003 2000 0142 6201 0000 0000

Swift code: MANE HU HB

BIC: HUST HUHB

Name of the University: EÖTVÖS LORÁND UNIVERSITY, ELTE BTK

Address: 1088 Budapest, Múzeum krt. 4/a, Hungary

Name of the Bank: Hungarian State Treasury Ltd.

Address of the Bank: 1139 Budapest, Váci út 71.

Account number: 10032000-01426201-00000000

Message / Közlemény (in Hungarian):

AC9201/04

Applicant's name

Year and semester of the program (*for example, 2018/19 Autumn*)

We request you to refrain from making random payments to this bank account. **It is very important that you should always write reference number AC9201/04 in the message / remarks section of the bank transfer order. Failure to do this may prevent us from receiving your payment.**

Note that payment can only be settled via bank transfer and in euros, for which you must open a euro account in your bank.

Documents for Academic Use

As an International Student at the Faculty of Humanities of ELTE University you are expected to use the relevant forms when submitting an official request.

Requests can be submitted both in person at the Department of International Affairs and electronically at your coordinator.

Please find a list of all available forms below:

General Academic Affairs (GA)

- [GA-01 / Request for a passive semester](#)
- [GA-02 / Withdrawing registration \(setting status to passive\)](#)
- [GA 03 BA / Changing of minor specialization](#)
- [GA 04 / Request for the termination of student status](#)

Affairs to be approved by the Board of Studies (TB)

- [TB-01 / Extending the suspension of student status](#)
- [TB-02 / Extending study period](#)
- [TB-03 / Transferring credits](#)
- [TB-04 / Late registration for courses](#)
- [TB-05 / Requesting credit recognition](#)
- [TB-06 / Changing or cancelling study program](#)
- [TB-07 / Weakening a strong prerequisite](#)

Graduation Affairs (final exam, thesis, graduation, final duties)

- [GR-01 / Library certificate](#)
- [GR-02 BA / Changing thesis title \(BA students\)](#)
- [GR-02 MA / Changing thesis title \(MA students\)](#)
- [GR 03 BA / Registering for final examination \(BA\)](#)
- [GR 03 MA / Registering for final examination \(MA\)](#)
- [GR 04 BA / Registering thesis title \(BA\)](#)
- [GR 04 MA / Registering thesis title \(MA\)](#)
- [GR 05 BA / Declaration of Copyright \(BA\)](#)
- [GR 05 MA / Declaration of Copyright \(MA\)](#)
- [GR 06 / Thesis Receipt Form](#)

These forms can be downloaded from our website:

<https://www.btk.elte.hu/en/content/document-database-for-current-international-students.t.3381?m=238>

Neptun System

Eötvös Loránd University uses the Neptun electronic system to manage all administrative matters related to student registration, courses, exams, and study related payments. The system is used by all students as well as administrators and lecturers throughout the university. With Neptun, students can:

- modify their personal data;
- access information about courses, study requirements, exam dates and locations;
- sign up for their courses;
- sign up for their exams;
- check their grades;
- send and receive messages to and from lecturers and administrators;
- pay their tuition related fees;
- request and pay for a student ID
- send feedback about lecture(r)s.

Each student admitted to the university will receive his/her Neptun code and password from the faculty coordinator of the Department of International Affairs.

How to Use the Neptun System

You can log in to your Neptun account with your Neptun log in name or Neptun code (composed of capital letters and numbers). Do not forget to switch to the English version by clicking on the British flag.



Eötvös Loránd University

NEPTUN
Egységes Tanulmányi Rendszer

Student ELTE_HW1(399)

Language:   

Login name:

Password:

Login

Build: 440 (11/9/2015) P20160125
Supported browser:
Microsoft Internet Explorer 9.0+ ; Mozilla Firefox ; Google Chrome

[Downloadable documents](#) [Useful links](#)

Log in at: hallgato.neptun.elte.hu

Registration (for full-time students)

You are able to register yourself for the upcoming semesters. Without activating yourself, you will not be able to register for your classes.

How-to register for the semester

1. Log in
2. Click on Administration
3. Choose Enrollment/Registration

The screenshot shows the Neptun Meet Street administration interface. The 'Administration' menu is open, and 'Enrollment/Registration' is selected. Below the menu, a table of courses is visible. The table has the following columns: Subject code, Subject name, Course code, Course type, Number of classes, Class schedule info, and Lecturers. The table contains three rows of data:

Subject code	Subject name	Course code	Course type	Number of classes	Class schedule info.	Lecturers
BBN-ANG-253	Advanced Syntax	1	Lecture	0/0/2		Szécsényi Krisztina
BBN-ANG-206	Advanced Writing	e	Practice	2		Burrows Antonia
BBN-ANG-207	Applied Linguistics Lecture	1	Lecture	0/0/2		Brózik-Piniel Katalin

1. Click on the + sign next to the appropriate term
2. Choose **Log in**
3. Check your data in the pop up window and select **Active status**
4. Click on **Accept**
5. Now you should be registered for your next semester

Registration/Enrollment applications

The screenshot shows the 'Registration/Enrollment applications' table. The table has the following columns: Training, Admission year, Term, Status, and Term status. The table contains one row of data:

Training	Admission year	Term	Status:	Term status
English and American Studies	2013/14/1	2015/16/2	Accepted	Active

Number of results: 1-1/1 (218 ms)

Registration rounds (for full-time students)

Registering for classes happens in three rounds:

- **Preregistration for early birds** (you will get extra points for early bird registration). You can take only a total of 45 credits in this round (this does not increase with the number of majors you may have).
- **Ranked registration** (your registration will be ranked depending on a number of factors: early bird registration, registration through curriculum of your major, number of completed semesters, etc.).

You will get automated messages from the system telling you to deregister if it seems very unlikely that your registration will be successful (eg., a seminar of your choice has only 15 places and you have been ranked 27th). In this case look for a different seminar. Lectures typically have no restriction on the number of students, so you can take them any time during registration.

- **Registration for late birds** (you can only take courses that have free places).
 - download a form called **Late registration for courses**
 - fill it out with course details (code, name of teacher, etc.)
 - go to your teacher who has given you permission to attend their course, have the form signed
 - hand the form in to the Department of International Affairs

Registration schedule: <https://qter.elte.hu/>



Please remember that registering for your classes on time is **your sole responsibility**

Keep in mind that many courses are only available in the Autumn or the Spring semester. If you do not register for a class only offered in the Autumn semester, the next time you can do it is the Autumn semester of the **next** Academic Year.

What if the class I would like to take is full?

If there are no places left in class you would like to take, and taking the class during the given semester is important to make sure you can graduate on time, you are requested to **obtain permission from the instructor to register as an extra student**. Only **after** you have obtained written permission from the instructor (in writing or by e-mail), a member of the International Students Services Team can sign you up for the class.

Registration (for Erasmus+ and exchange students)

After you arrive in Hungary, you have to check in at the Department of the International Affairs. It can happen either on the Welcome Week, or later. Only after the checking in will you be able to sign up for your courses in Neptun system since your coordinators have to activate your semester first.

Registration rounds (for full-time students)

- **Ranked registration**

It is a period when full-time students get points and are ranked. It is possible that during this period you will get on a waiting list. With the actual course registration, wait until the end of this period, and do your registration during the “First come, first served” period.

- **First come, first served period**

This is the actual period when you can sign up for the courses. After the ranking, all the free places will become available, and you can take them.

Before registration, please, contact the departmental coordinators for the available courses for exchange students.

Registration schedule: <https://qter.elte.hu/>

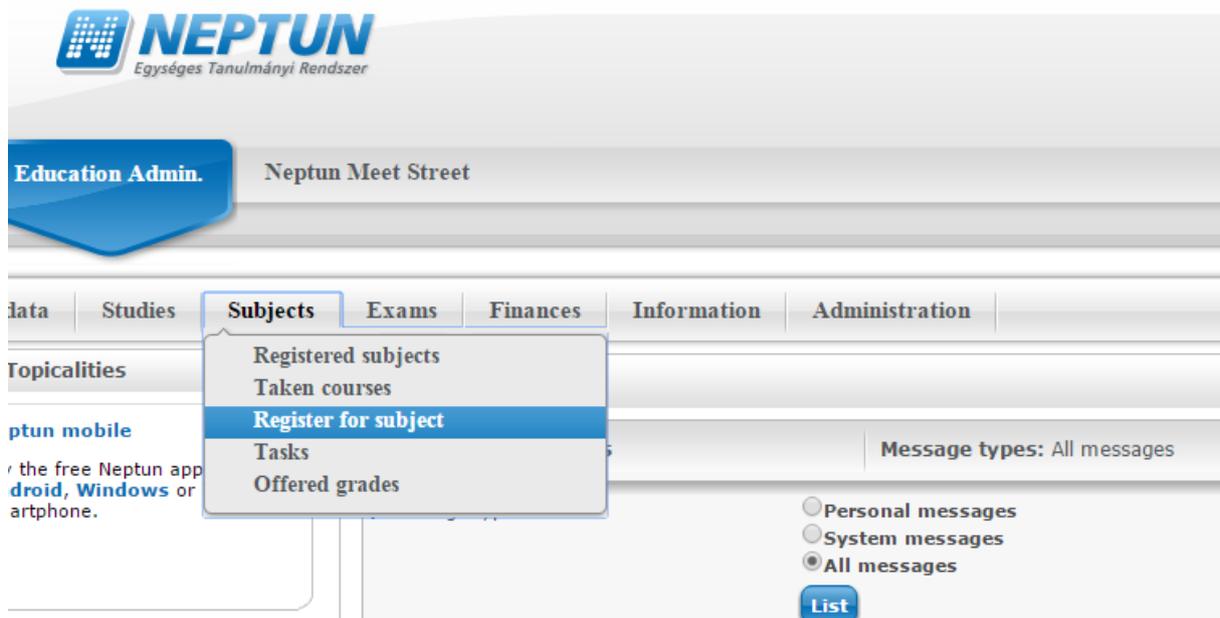


Please remember that registering for your classes on time is **your sole responsibility**.

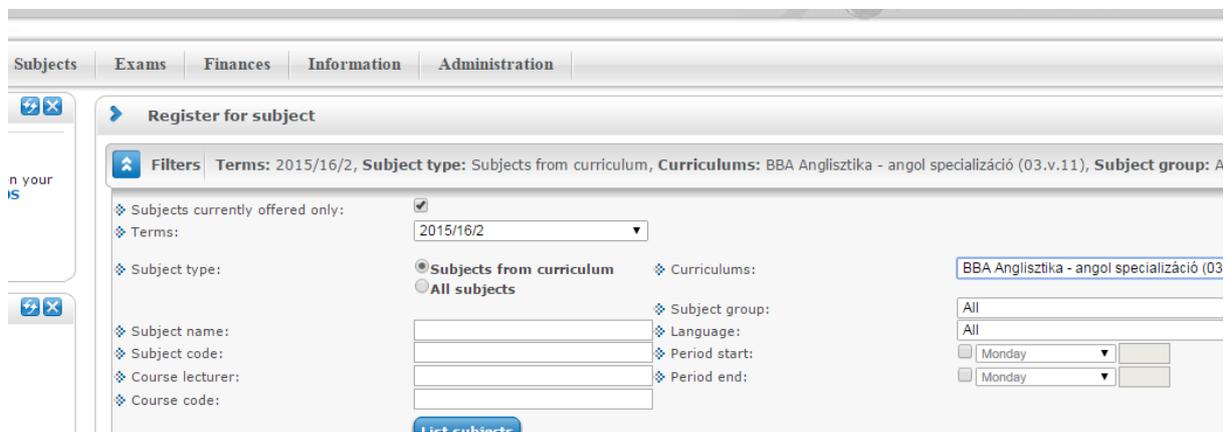
What if the class I would like to take is full?

If there are no places left in class you would like to take, you have **to ask for an extension from the departmental coordinator**.

How to register for classes



1. Click on **Subjects** and select **Register for subject**
2. Select **Subjects currently offered** only to see the courses that are actually offered to see available courses for your selected term
3. Erasmus+ and exchange students have to choose **All subjects**.



4. Click on your selected course.

Subject name	Subject code	Subject group name	Number	Recommended term	Credit	Subject type	Notes	Term min	Term max	Fulfilled	Registered	Register for subject	Waiting list
English Literature from the Restoration until 1890	BBN-ANG-213	Az angol irodalom a restaurációtól 1890-ig	4		2	Compulsory		2	4	✓		Register	+
Magic and Witchcraft in the Renaissance	BBN-ANG-218/B2	Irodalmi szövegolvasás 1.	5		3	Compulsory		5	6			Register	+
Syntax	BBN-ANG-251	Mondattan	3		2	Compulsory		3	4	✓		Register	+
Language and Gender	BBN-ANG11-362.65	Választható alkalmazott nyelvészeti szeminárium			4	Optional Elective		3	6			Register	+
Introduction to Applied Linguistics	BBN-ANG-262	Alkalmazott nyelvészeti szeminárium	6		3	Compulsory		5	6	✓		Register	+
Dyslexic Language Learners	BBN-ANG11-362.79	Választható alkalmazott nyelvészeti szeminárium			4	Optional Elective		3	6			Register	+
Contemporary British Prose	BBN-ANG-218/E	Irodalmi szövegolvasás 1.	5		3	Compulsory		5	6	✓		Register	+
Tutorial Seminar (BA)	BBN-ANG11-362/TUT/DEAL	Választható alkalmazott nyelvészeti szeminárium			4	Optional Elective		3	6			Register	+
Bibliodrama, Play and Self-Awareness 2	BBN-ANG11-312.03	Választható angol irodalmi szeminárium			4	Optional Elective		3	6			Register	+
Editing Non-Native Texts	BBN-ANG11-362.91	Választható alkalmazott nyelvészeti szeminárium			4	Optional Elective		3	6			Register	+
Applied Linguistics Lecture	BBN-ANG-261	Alkalmazott nyelvészeti szeminárium	5		3	Compulsory		5	6		✓	Register ⚠	+
Reading the Victorian Mind	BBN-ANG-218/C1	Irodalmi szövegolvasás 1.	5		3	Compulsory		5	6			Register	+
2016 Federal Elections	BBN-AME11-322.12	Választható amerikai történelmi szeminárium			4	Optional Elective		3	6			Register	+
Cognitive Linguistics	BBN-AME-234	Kognitív nyelvészet			3	Optional Elective						Register	+
The 50 States: From Midwest to the West	BBN-AME11-322.07	Választható amerikai történelmi szeminárium			4	Optional Elective		3	6			Register	+
Some 20th Century Authors and Their Values	BBN-ANG-218/A5	Irodalmi szövegolvasás 1.	5		3	Compulsory		5	6			Register	+
North American Indian History	BBN-AME11-	Választható amerikai				Optional							+

5. You will see a window pop up with the different classes offered. Choose one that is suitable for you and **put a tick in the box next to it**. Click on **Save**. Lectures usually have only one option while seminars have more. The numbers displayed show how many students registered for the class and how many will be admitted.

Subject details

Available courses: [Save](#) [Cancel](#) [Add to class schedule planner](#)

The Poetry of Wordsworth (BBN-ANG-218/W)
Curriculum: BBA Anglisztika - angol specializáció (03.v.11)

Course code	Course type	Headcount/Waiting list/Limit	Ranking sequence	Class schedule info.	Lecturers	Language	Site Comm.	Description
1	Lecture	0/21/15	1		Komáromy Zsolt Dr.	English	Tue 14:00-...	<input checked="" type="checkbox"/>

Number of results: 1-0/0 (62 ms) Actions: [Save](#) [Cancel](#) [Add to class schedule planner](#)

Click on Save to take the selected courses from the list above!

Beyond course maximum headcount limits, the institution can enable waiting lists. When the course headcount or the limit changes, you might automatically take the course if you were the next on the waiting list.

⚠ : Course with a waiting list

[Back](#)

6. If your registration has been successful, you should receive a system message in a small pop up window, saying that **you have successfully registered for the class** and you are on the waiting list. Do not worry, during preliminary registration, everybody is on the waiting list.

- To see what classes you have registered for, visit **Taken Courses**. When the second round of registrations starts, your position and number will be shown in the Waiting List column.
- If you click on any subject under Taken Courses, you will see where and when is the class held.

Subject code	Subject name	Credit	No. of times registered for	Waiting list
BBN-ANG-262	Introduction to Applied Linguistics	3	1	
BBN-ANG11-181	Professional Writing	3	1	
BBN-POR-321	The History of Literatures in Portuguese 1	4	1	
BBN-ANG-271	Cultural Studies	3	1	
BBN-ANG-216	English Literature from 1890 until the 1960s	3	1	
BBN-ANG-218/E	Contemporary British Prose	3	1	

- If you want to register for another class under the same code (e.g. you are on the waiting list in one class), go to **Registered subjects**. Here you just have to click on the name of the subject and choose another slot. Also, this is the page where you can see how many credits your semester is worth if you pass all your classes.



Total number of credits taken in the term: 21

Registering for exams

Exam registration is also your responsibility. Exam dates are announced continuously in the last two months of every semester. Do not worry if you do not see dates for all of your subjects, they will eventually be up in Neptun.

Subject code	Subject name	Credit	No. of times registered for	Waiting list
BBN-ANG-262	Introduction to Applied Linguistics	3	1	
BBN-ANG11-181	Professional Writing	3	1	
BBN-POR-321	The History of Literatures in Portuguese 1	4	1	
BBN-ANG-271	Cultural Studies	3	1	
BBN-ANG-216	English Literature from 1890 until the 1960s	3	1	
BBN-ANG-218/E	Contemporary British Prose	3	1	

- Click on **Exam Registration** to see all the announced dates.
- Select the appropriate **Term**.
- You can also select subjects separately. Note: for completing seminars, you usually do not need to register for the exam. This is why you will not see any exam dates when you want to list the dates for a seminar subject.

Exam registration

Exam filters Terms: 2015/16/1, Subject: Every subject

Terms: 2015/16/1
 Subject: Every subject

List exams

Actions: Add to favourites

4. To register for an exam, click on the **+** sign at the end of the row and choose **Register**.
5. You will receive a Neptun system message in a pop up window, saying that you have successfully registered for the exam.
6. You can drop your exams the same way, but instead of Register, choose **Drop**.

Subject	Subject code	Course Type	Exam start	Member/Limit (Course limit)	Reg./Limit (Exam limit)	Rooms Lecturers	Preliminary exam condition	Final exam condition	Description
The History of Literatures in Portuguese 1	BBN-POR-321	Oral exam	1/27/2016 9:00:00 AM		10/12				

Exam regulations

- You can register or withdraw your registration 24 hours before the announced exam date.
- The exams that are marked with “Retake” are for those who failed their previous exams and usually have an unlimited number of students.
- If you fail an exam you can either simply register for the next date or the date marked Retake. If you choose to simply register for another normal date, it will be considered a retake. Should you fail the second exam too, you cannot take the Retake exam.
- You are entitled to try and pass a subject twice in a semester. One of them is the normal exam, another is the retake.
- If you do not attend an exam you will not receive a grade and your credits for the subject will be lost.

Study Unit List (for full-time students)

You can download your Study Unit List from our website, listing all the courses you have to take in order to be able to finish your studies and graduate from university.

Each course is worth a certain number of credits.

NUMBER OF CREDITS TO BE EARNED	
Type of programme	Number of credits
Bachelor of Arts (BA)	180
Master of Arts (MA)	120

General structure of the Study Unit List

1	2	3	4	5	6	7	8
ANG-141	Hangtani alapozó Foundations of Phonology	2	K	k	15	2	(FLN11-101)

1 – Code (always use this code when searching for a course)

2 – Name of study unit: Hangtani alapozó (Foundations of Phonology)

3 – Semester when offered and ideally taken (this course you should ideally take in the 2nd semester)

4 – K: lecture ('kollokvium' in Hungarian; the opposite is G 'gyakorlat' (seminar/practical class)). **Lectures** given by SEAS end in an odd number (before the decimal): e.g. ANG-317 and AME-311.28 are both lectures. **Seminars** end in an even number (before the decimal), so ANG-242 and AME-322.17 are both seminars.

5 – k: obligatory ('kötelező' in Hungarian; the opposite is v 'választható' (elective))

6 – hours/semester: 15 hours/semester = 45 mins/week

(you may find the following useful as well: 30 = 90 mins/week, 45 = 135 mins/week, 60 = 180 mins/week)

7 – credits (this particular study unit is worth 2 credits)

8 – prerequisites: in (brackets) = weak prerequisite, no brackets = strong prerequisite

NB: *weak prerequisite* = the course and its prerequisite may be taken in the same semester (the above course, for example, may be taken in the same semester with FLN11-101). If the prerequisite is failed, the course for which it is a prerequisite will also be failed and the grade will be deleted by the Registrar in the subsequent semester.

strong prerequisite = the prerequisite must be successfully completed in one of the previous semesters, i.e. prior to taking the course for which it is a prerequisite

Please remember to consult your Study Unit List before registering for classes every semester.

Travelling with a student pass

You are able to buy a monthly student pass as soon as you receive your Student ID from the university. Please note that your student ID is only valid if it has a sticker with the number of semester on it.

For Erasmus+ and exchange students, the Temporary student ID have to be renewed after 60 days.

When asked by the inspectors, you have to show them your monthly student pass and your student ID. Please remember, you cannot use your monthly student pass without your student ID.



Restaurants and cafeteria on campus

Trefort AULA Restaurant (main canteen)

Opening hours: Monday through Friday – 11:00AM – 3:30PM

Location: Rákóczi út 5 building, ground floor

Great-value warm meals for lunch. Between 11:00-11:30 and 14:00-14:30, there is a special discounted menu for students.

Trefort Kert / Könyvtár Klub

Location: Basement of Rákóczi út 5 building. During summer also in the campus garden.

Offers a selection sandwiches, snacks and drinks. During the summer, you can enjoy a large area of outdoor seating in the campus garden.

Műhely Egyetem Café

Opening hours: Monday through Friday – 8:00AM – 6:00PM

Location: Basement of the Main Building

In addition to a selection of coffee, sandwiches, salads, one can enjoy gluten, lactose, and sugar-free cakes, soup, and pasta. A great vibrant environment to relax between classes.

Campus bookstore

Location: Basement of Main Building, Room 112

Opening hours:

Monday-Thursday: 9:00 AM-4:00 PM

Friday: 9:00 AM-3:00 PM

Printing service on the campus

The closest printing service is at **Copyguru**, at the Faculty's Building D.

Address

1088 Budapest Múzeum körút 4, Building D (basement)

Phone: 06 (1) 999-1358

E-mail: trefort@copyguru.hu

<http://www.copyguru.hu/en/>



Opening hours:

Monday - Friday: 07:30-16:30

Saturday: Closed

Sunday: Closed



Services and prices

- | | |
|--|--------------|
| - photocopying (self-service) | 10 HUF |
| - printing: black-white (self-service) | 10 HUF |
| - printing: in colour (self-service) | 50-130 HUF |
| - thesis binding (not available on campus) | ca. 2000 HUF |
| - lamination | 170 HUF |

SOS printing

If you need to print something SOS at any time of the day, **Copy General** is your best choice.

Address

1054 Budapest, Kálmán Imre u. 22.
Phone: +36 1 302-3206, 302-3207, 302-3208
Mobile: +36 20 464 1834
E-mail kalman@copygeneral.hu
<http://www.copygeneral.hu/>

COPY GENERAL

Opening hours:
NONSTOP

Quaestura Office

Address: 1053 Budapest, Egyetem tér 5.
Tel: +36-1-411-6500/8253
W: qter.elte.hu
E: quaestura@elte.hu
Mailing address: 1364 Budapest Pf. 109.
Website: <https://qter.elte.hu/>

Opening Hours Quaestura Office

Monday:	9:00 - 16:00
Tuesday:	9:00 - 16:00
Wednesday:	12:00 - 19:00
Thursday:	9:00 - 16:00
Friday:	8:00 - 14:00

Immigration and Asylum Office (BMH)

Bevándorlási és Menekültügyi Hivatal

Office of Immigration and Nationality

Address: 1135 Budapest, Szegedi út 35-37., ground floor (Twin Office Center)

Phone: +36 1 463 9100

Postal address: 1903 Budapest, Budafoki út 60.

Website: www.bmbah.hu

Responsibilities:

- Issuing residence permit (including registration certificate)
- Registering accommodation of foreign nationals

Clients: Foreign nationals who wish to receive their residence permit that they applied for at the Embassy.

Office hours:

- **Monday:** 08.30-13.00
- **Tuesday:** 13.00-17.00
- **Wednesday:** 08.30-12.00 (*Students only!*)
- **Thursday:** 08.30-13.00
- **Friday:** 08.30-12.00

How to get there

Directions:

1. Take Bus No. 107 from Astoria to **Keleti Pályaudvar** (4 stops, appr. 8 min)
2. Change for Bus **20E** (Express)
3. Get off at **Szegedi út** (3 stops, appr. 10-12 min)

Office of Government Issued Documents / Kormányablak (for plastic student ID):

These offices are the nearest to the campus. If you search for “Kormányablak” on Google Maps, you will be able to find the one around your home.

Each district has its own Kormányablak, which is usually open from 8 a.m. until 8 p.m. from Monday to Thursday, while the closing time on Fridays might vary from office to office.

All of these offices will be able to help you with the same issues irrespective of the location you choose to visit.

Some addresses near the university:

Budapest, Andrássy út 55, 1062 Hungary

Budapest, Bakáts tér 14, 1092 Hungary

Budapest, Baross u. 59, 1082 Hungary

Budapest, Erzsébet tér 3, 1051 Hungary

Budapest, Erzsébet krt. 6, 1073 Hungary

Popular banking institutions in Hungary

- **OTP**
1051 Budapest
Nádor utca 16.
T: 0036 1 366 6666
www.otpbank.hu
- **Erste Bank**
1138 Budapest
Népfürdő u. 24-26.
T: 0036 40 222 222
www.erstebank.hu
- **K&H**
1051 Budapest
Vigadó tér 1.
T: 0036 1 328 9000
www.khb.hu
- **Raiffeisenbank**
1054 Budapest
Akadémia utca 6.
T: 0036 1 484 4888
www.rsi.hu
- **Sberbank**
1088 Budapest
Rákóczi út 7.
T: 0036 1 557 5859
www.volksbank.hu

You will find the following branches near the university:

- OTP Bank (Astoria; Károly krt. 1.) ***
- OTP Bank (Kálvin tér; Károly krt. 25.)
- Raiffeisen Bank (Blaha Lujza tér)
- Magnet Bank (Astoria)

ATM on campus: OTP

In building A, ground floor (next to the Department of International Affairs)

Mobile Phone Providers

There are 3 major mobile phone providers in Hungary: Telekom, Vodafone and Telenor. They all offer monthly subscriptions and pay-as-you-go cards.

It is recommended that you buy a simple pay-as-you-go card that you can top up online and at several ATMs when you arrive to Hungary. It is also advisable that you choose a provider together with your friends – if you belong to the same one, you can talk to each other for less.

The closest offices to the campus are:

- **Vodafone Downtown at the centre of Budapest**

Address:

Deák Ferenc street 19.
5th District, Budapest

- **Telenor Budapest Astoria**

Address:

Károly körút 3/A
1075 Budapest

- **T-Mobile**

Address:

Petőfi Sándor utca 12.
1052 Budapest

School of English and American Studies (SEAS)

If you are an English major, the website of the School of English and American Studies (seaswiki.elte.hu) should be bookmarked on your browser and consulted at all times.

A few important pages you should visit:

- Welcome and General Introduction to BA studies:
<http://seaswiki.elte.hu/studies/welcome>
- BA in English and American Studies
<http://seaswiki.elte.hu/studies/BA>
- MA in English or American
<http://seaswiki.elte.hu/studies/MA>

Academic Regulation: Hungarian grading system

The Hungarian grading system is based on a scale of 1 to 5 with the following meanings:

1-FAIL

2-PASS

3-SATISFACTORY

4-GOOD

5-EXCELLENT