



ELTE

FACULTY OF
HUMANITIES

Orientation Session

ELTE Faculty of Humanities, Department of
International Affairs

Ms. Lilla Gilián: Erasmus+ student coordinator
Mr. Sándor Balaci: Guest student coordinator

Contents

- Webpages, social media
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Webpages, social media



Join our Facebook group:
[Students of the Faculty](#)

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



Follow us online



COVID regulations in Hungary

- Please follow the updated page [ELTE INFORMATION ON COVID](#) regularly.
- The ELTE Epidemiological Operative Coordinating Body (JOKT) summarizes all the new obligations and calls that concern University Citizens in connection with the preparation of the Academic Year 2022/23
- Always check the university pages for update
- Wearing a mask is not obligatory, there are no restrictions at the University

Information on PCR test:

https://www.bud.hu/en/testing_center
<https://www.synlab.hu/booking/locations>



Orientation Week

Programme & useful information:

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

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

Orientation Week & the beginning of the semester

Erasmus+ and other exchange students

- **Tuesday, 6th September 2022 – Orientation Session followed by the series of events**
- **Monday 12th September 2022 – classes start**
- **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>



Information sessions on study programmes

- for students who will study at the School of English and American Studies (SEAS)

Introduction to the English and American Study Programmes (Erasmus & exchange students):

8th September (Thursday) between 10-11 AM

Building R, room 423 (fourth floor)



Chapter 1

Stay here legally



General information

All COVID restrictions concerning border crossing are lifted. For further info, please check the following websites:

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

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.



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, the latest, but do not leave things for the last minute

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 too. 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/>



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.](#)

rint 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](#)

Keeping your stay legal

Non-EEA students with an EU residence permit

A student mobility „certificate” may be issued to a third-country national:

- holding a residence permit for the purpose of studies granted by any Member State of the European Union;
- who is covered by a Union or multilateral programme that comprises mobility measures or by an agreement between two or more higher education institutions; and
- holding a residence permit for the purpose of studies issued by the first Member State;

If he/she notifies the immigration authority, using the notification form and with data content provided for by specific other legislation of his/her student mobility plan, including the planned duration of mobility and the dates of the mobility.

Please note that the applicant should clarify with the host or home education establishment before the opening of the procedure whether he/she is covered in Hungary by a Union or multilateral programme that comprises mobility measures or by an agreement between two or more higher education institutions for this has a significant impact on how the procedure is continued.

http://oif.gov.hu/index.php?option=com_k2&view=item&layout=item&id=1244&Itemid=1807&lang=en



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/give you the certificate if you request it)
- Processes Temporary Student Identification Card
- Arranges Health Insurance on a fee-paying basis





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 CareerCentre 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/>

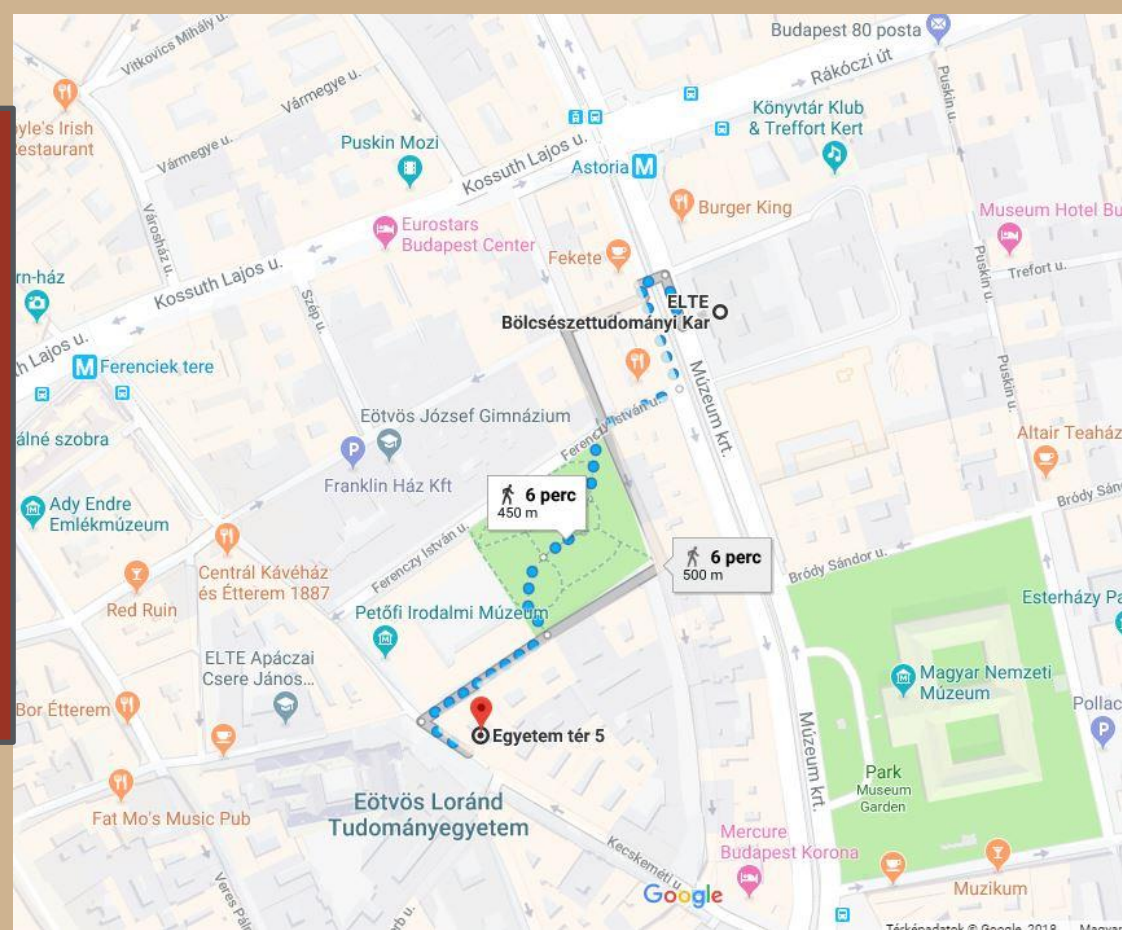
Central Office of Quaestura at Egyetem tér



Egyetem tér 5 1053 Budapest

About a 5-10 minutes walk from the
Faculty of Humanities
opening hours this week, 5th-9th
September:

- [Q-tér \(elte.hu\)](http://elte.hu)



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Ch2 Student ID

Quaestura Office

Opening Hours at EGYETEM TÉR 5. (after the 12th September 2022)

Monday:	09:00 - 16:00
Tuesday:	09:00 - 16:00
Wednesday:	12:00 - 19:00
Thursday:	09:00 - 16:00
Friday:	08:00 - 14:00



Student Identification

Students staying shorter than 12 months

Temporary Student ID paper

(A/4 format paper sheet document)

-Issued by Quaestura Office described below:

-<https://qter.elte.hu/Statikus.aspx/GyIK-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. The document can be requested in person during the office hours.



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

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

One way ticket: 350 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 - 16.000,- HUF (approx. 40-45 EUR) if paid by check.



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

Open a bank account in Hungary

To the attention of Tempus (state) scholarship holder students (except for the students from Poland):

For the scholarship payment it is obligatory to have:

1. Hungarian bank account number (OTP or other), so open a bank account ASAP!
2. Request a Hungarian taxation number (suggested „Tax number office”: 1077 Budapest, Dob u. 75-81, Monday and Wednesday: 8.00-16.15, Thursday 8.00-12.00)

The bank account number and taxation number should be sent to mobility@btk.elte.hu so that Sándor Balaci can record the details into the Neptun system or visit the office in person and provide the information above mentioned.



Department of International Affairs (DIA)

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

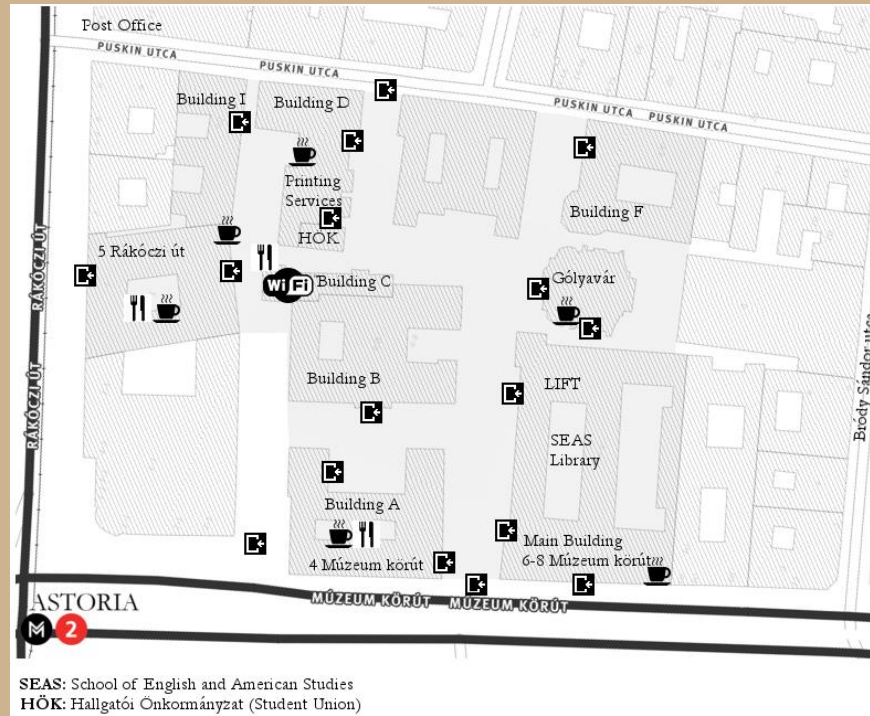
Administrative coordinators:

Erasmus+ exchange students: Ms. Lilla Gilián
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?

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

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,
Registration with the DIA office**

Registration at the DIA office during the Orientation Week:

- ✓ During the Orientation Week, you must visit the DIA office for registration if you were not able to attend the Orientation session from 6th September.
- ✓ Registration is a must!
- ✓ Building A, room: 44 (ground floor)
- ✓ Erasmus+ exchange students: Ms. Lilla Gilián
- ✓ Other exchange students: Mr. Sándor Balaci

Bring your Certificate of Arrival with you, this is also valid for those students whose Certificate of Arrival was not signed on the 6th September.

After the Orientation Week: during Office hours: ONLY with booked appointment:
Book an appointment: kronosz.elte.hu in order to visit the DIA office after Orientation Week



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.

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 (Ms)
- 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 5

Documents during the semester



Guest Student Course Registration Form

Course registration starts on 9th September.

The Form should be submitted to the DIA office until:

3rd October (the sooner-the better!)



ELTE | FACULTY OF HUMANITIES

DEAN'S OFFICE
DEPARTMENT OF INTERNATIONAL AFFAIRS
Délküli Hivatal
Nemzetközi Kapcsolatok Iródtája

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!

Eötvös Loránd University, Faculty of Humanities
1088 Budapest, Múzeum krt. 4/A, 30-32, 44-45 • Telefon: 411 6500
<https://btk.elte.hu/en> • incoming@btk.elte.hu



ELTE | FACULTY OF HUMANITIES

Ch5 Docs during the semester

- In parallel with registering the courses in the Neptun system (from 9th September), please also register, list them on the document which can be downloaded from the website of the Faculty, and which is handed out to you on the occasion of the Orientation session, now! The form can be also downloaded from the website of the Faculty or you can pick up a copy at the DIA Office.
- Documents: Please download the document: **GUEST STUDENT FORM** here.
- (click on Documents)
- This is the form on which you must list the courses you were able to register for in the Neptun system but **not before the 9th of September**. At the same time, you also must list on the Guest Form the courses that you have not been able to register for in Neptun and for which you must request the teachers' signature on the form so that the administrative coordinator can properly register them in the Neptun system.
- The approval should be requested by you from the teacher. Please ask the teacher to sign the Guest Form for each course. Once you have gathered the signatures on the Guest Form, please bring the Form to your administrative coordinator to building A, office 44. DIA office
- The Guest Student Course Registration Form has to be signed by your academic coordinator at the end, before you submit it to the DIA Office, Deadline: 3rd October!



Learning Agreement (for Erasmus+)

Always the academic coordinators sign the document
(not Lilla 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

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 during the Orientation Week or after your arrival.

For the signature on the Certificate of Arrival please contact in person the DIA office during the office hours even without booking an appointment, only this week!

AFTER the Orientation Week in order to visit the DIA office in person:

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 (Lilla or Sándor will provide assistance as indicated in our previous slides).

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

More information about the course registration: on the occasion of Neptun training from 9th September, 13. 00, Building A room 047



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 Neptun 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 / 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.

The signature on the Confirmation of Stay has to be requested in person from your administrative coordinator at the DIA Office.



ELTE Caesar account & email address

- **Benefits:**

- 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>

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 6

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
(Lilla or Sándor 😊)



How to sign up for the courses?



NEPTUN

You can sign up for your courses in Neptun system.

Further info on courses and signing up on the Neptun Training Day (9th Sept.)

Please do not register for the courses until Friday, the 9th of September!

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. Lilla 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.

(according to the information from our previous slides!)

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

<https://www.btk.elte.hu/media/f6/76/c6c39ebe6beb04f10ce392110e83efb47648c17aecef594d0d0acddee3aed/Neptun%20tutorial.mp4>



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**



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/>



Chapter 7

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



Chapter8

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>



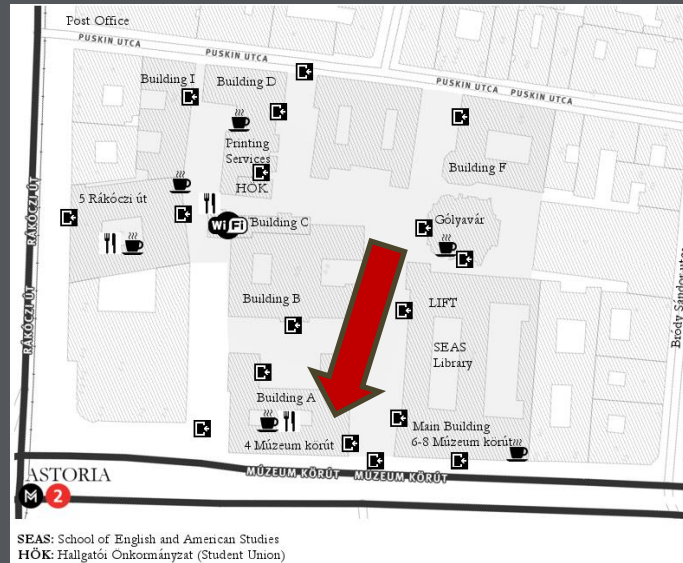
Copy shop

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

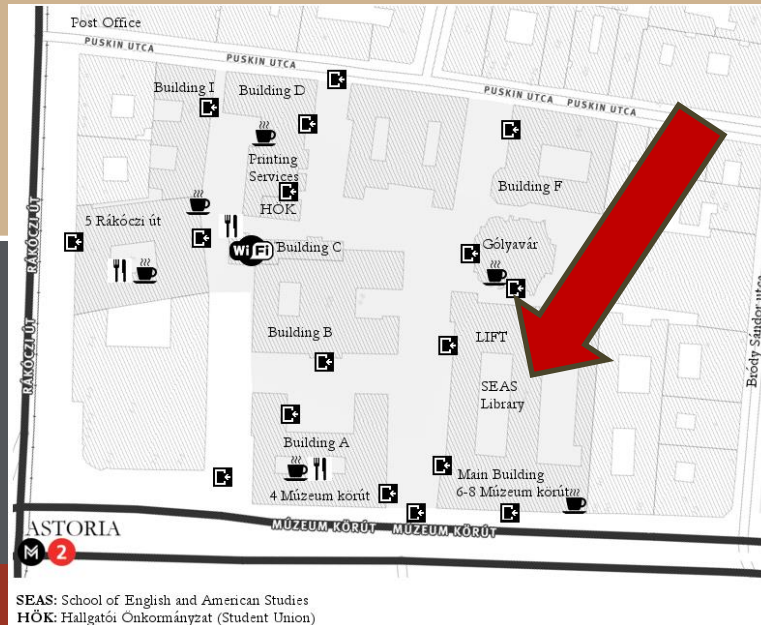


Libraries

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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Ch8 Technical issues,
practical matters

Libraries



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



Libraries

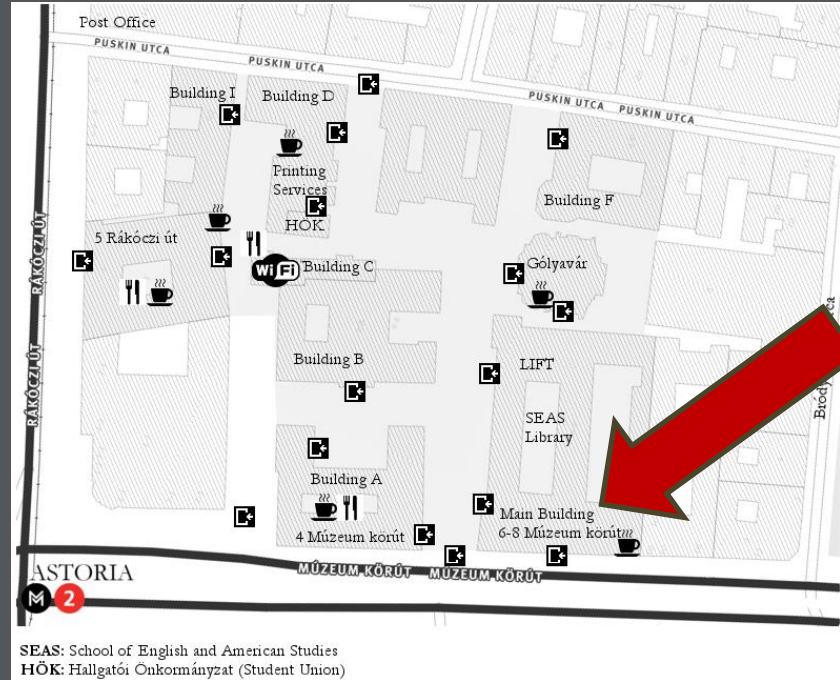
University library & catalogue:
<https://konyvtar.elte.hu/en>

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



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

(6th September, Tuesday: 16:00 = 4 PM)

Meeting point: in front of building A at 15.50!

Neptun training

(9th September, Friday, 13:00-15:00, building A. room 047, ground-floor)

Please attend the Neptun training which is of the utmost importance!





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Have a nice semester!

btk.elte.hu/en

[facebook/eltebtkbudapest](https://facebook.com/eltebtkbudapest)

[instagram/elte_btk](https://instagram.com/elte_btk)

