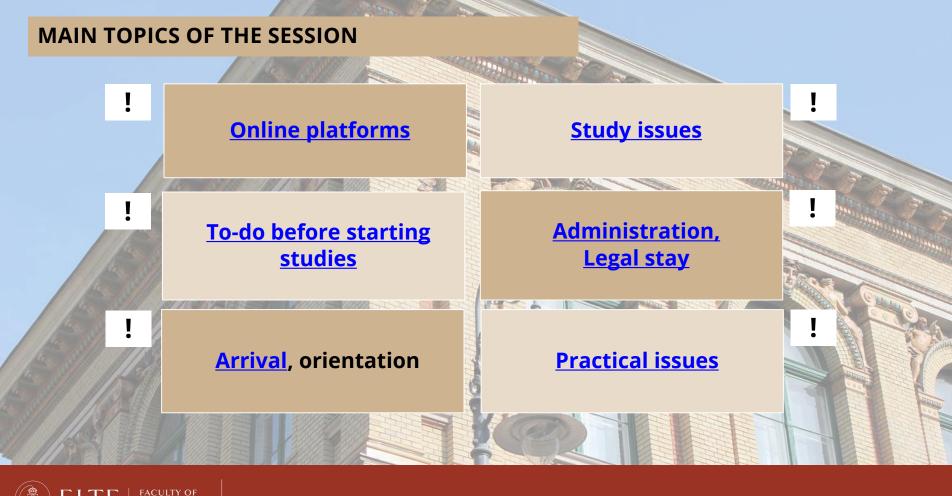


Useful information for the start of the semester

Rezső Jarmalov, Emese Balla-Darányi International coordinators

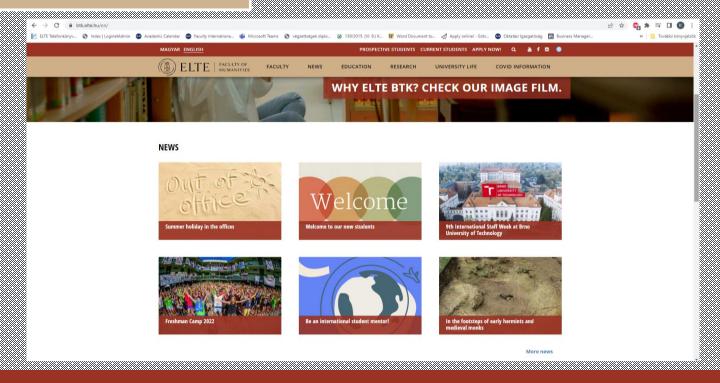






Our homepage

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





FOLLOW US ONLINE







Join our Facebook & WhatsApp groups

- Students of the Faculty (FB)
- ELTE Intl students (WA)

ONLINE PLATFORMS DURING STUDIES











To-do before starting studies

- Always read the materials we send
- Check the <u>Welcome to our new</u> <u>students</u> page frequently
- Issue a travel insurance for your first days of stay
- Pay the tuition fee (self-paying)
- Arrange accommodation
- Apply for a student mentor
- Generate your Neptun password
- Activate your semester in Neptun

- ELTE email address
- Check our study guides
- Check curriculum
- Plan your timetable
- Register for the courses in Neptun (full-time)
- Participate in the orientation programmes
- Book appointment for registration & enrolment



ELTE ACCOUNT & EMAIL ADDRESS

ELTE WIFI

access to MS Office 365 service

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

ELTE ACCOUNT & EMAIL ADDRESS

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

REGISTER THE EMAIL ADDRESS IN NEPTUN

Log in to Neptun

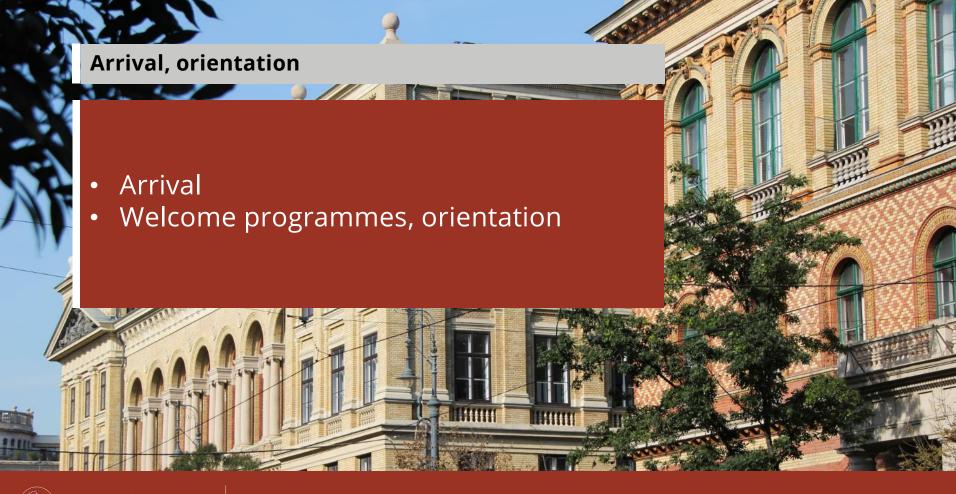
Go to the My data

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 ©





ARRIVAL

Contact your coordinator if you arrive later than 11 September

Take part in the orientation events

:

Your coordinator will help with contacting the professors about the delay

Book appointment for the registration & enrolment



ORIENTATION PROGRAMMES

Campus Tour + get-together after

- 15:30, 4 September
- · meeting point: in front of building A

Neptun Training

- 12:45, 5 September
- At Trefort campus, building A, room 047

ORIENTATION PROGRAMMES

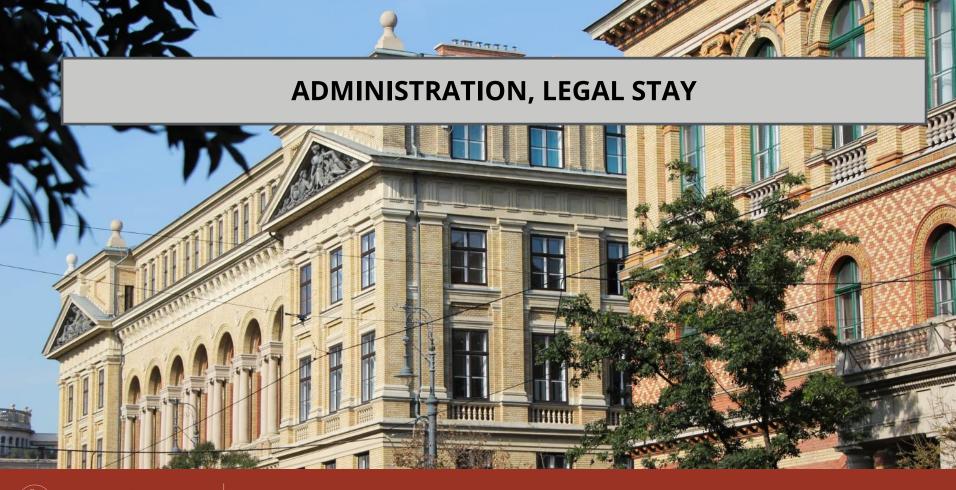
Other orientation programmes

- ESN programmes
- Central university programmes
- Introduction to Hungary (interactive class + quiz)
- Information sessions of the study programmes
- Trips, parties, challenge games, talks later during the semester

Detailed programme:

https://btk.elte.hu/welcome-days











RESIDENCE PERMIT

WITH D-TYPE VISA

- Permit issued automatically
- 3-4 weeks
- Receive at the university

OTHER VISA OR WITHOUT VISA

- Submit a request for the permit within 90 days after arrival
- Online: <u>https://enterhungary.gov.hu/eh/?en</u>
- Receive at the university



RESIDENCE PERMIT

WITH D-TYPE VISA

OTHER VISA OR WITHOUT VISA

Procedure & necessary documents:

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



REGISTRATION CARD (EU citizens)

- Submit a request for the registration card within 90 days after arrival
- Online: https://enterhungary.gov.hu/eh/?en
- Procedure & necessary documents: https://www.elte.hu/en/visa-procedure

National Directorate-General for Aliens Policing (Immigration Office)

ADDRESS: 1135 Budapest, Szegedi út 35-37.

EMAIL: <u>bp2@oif.gov.hu</u>

Call center: +36 1 463 9292

Further info on the process:

https://www.elte.hu/en/visaprocedure

KEEPING YOUR STAY LEGAL

- 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

- If you do not take classes, and your semester is Active, you need to pay tuition fee or it is counted among the semesters of the scholarship.
- In case of a Passive semester, you cannot stay in the country with your study permit.

STUDENT CARD

ELTE Student ID

Can be used for identification

Discount at Hungarian transportation

Discount at some shops, services, cinema, festivals, museums, etc.

STUDENT CARD - STUDENTS STAYING SHORTER THAN 12 MONTHS

Temporary Student ID paper

Issued by Quaestura Student Office

Available around the 3rd week of September

Until then, buy a full-price transportation pass

Budapest Transport Service (BKK) exchanges it for a student pass when you have the Student ID paper.

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STUDENT CARD - STUDENTS STAYING LONGER THAN 12 MONTHS

Student ID (plastic card)

Student needs to start the process.

Takes 1-2 months until ready.

Until then, use a temporary student ID (see previous slide).

Temporary student ID is given only after you started the process for the card.

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STUDENT CARD - STUDENTS STAYING LONGER THAN 12 MONTHS

Student ID (plastic card) steps:

Get a NEK number at Kormányablak (govt. office).

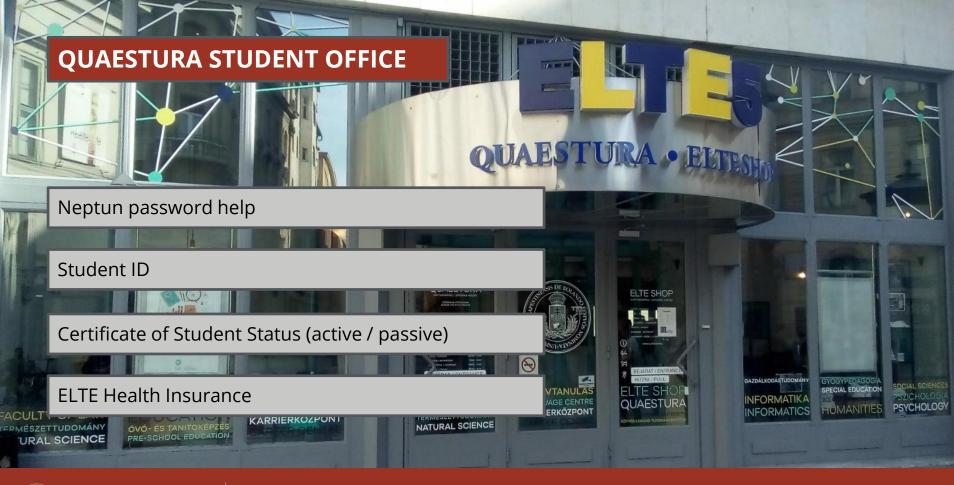
Start the card process in Neptun.

Go to Quaestura for a temporary ID until the card is ready.

Guide for the process: https://www.elte.hu/en/student-card

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HEALTH INSURANCE (self-paying)

ELTE Generali Insurance (not compulsory)

Issued in Quaestura Student Office

https://www.elte.hu/en/health-insurance

Any other private insurance is good, but have it!



HEALTH INSURANCE (scholarship holders)

Hungarian social security number (TAJ)

Issued in Quaestura Student Office

https://www.elte.hu/en/health-insurance

Further info later







EDUCATION AND TEACHING ARRANGEMENT

The University starts the autumn semester 2023/24
OFFLINE

Tuition starts on 11 September

:

All classes are at the campus with personal presence.

If you arrive later, let your coordinator know. They will help you to contact the teachers.



REGISTRATION (everyone)

Registration is in-person at building A, room 45.
Book an appointment to your coordinator: https://kronosz.elte.hu/

Coordinators:

- Ms Emese BALLA-DARÁNYI self-paying students + guest students
- Mr Rezső JARMALOV Stipendium Hungaricum students
- Welcome
- Document & data check
- Practical info



DOCUMENTS FOR THE REGISTRATION (FULL-TIME STUDENTS)

Bring the originals and photocopies as well!

- Letter of Acceptance received from ELTE
- passport
- your original certificate of matriculation (graduation certificate from high school studies)
- If you will be an MA student: your BA degree certificate
- your Hungarian address (zip code, city, name of the street, floor, apartment number)
- your mobile phone number in Hungary
- student visa page
- 2 passport photos (colour) Write your full name at the back with capital letters
- Confirmation of Payment about having paid your tuition fee
- Your language certificate
- Enrolment sheet printed and signed from Neptun study system



DOCUMENTS FOR THE REGISTRATION (PART-TIME STUDENTS)

Bring the originals and photocopies as well!

- passport
- student visa page in passport
- accommodation reporting form (or some kind of document that shows your current address in Hungary: zip code, city, name of the public place, floor, door number)
- a printed ID photo of yourself (3.5 x 4.5 cm approximately. Write your full name at the back with capital letters!)
- Student status certificate from your sending university
- Language certificate (Hungarian studies only)



ENROLMENT (full-time students only)

After registration at the Dept. of International Affairs, you go to the Office of Educational Affairs

Coordinator:

• Ms Emese KERTÉSZ – self-paying students + guest students

The Student Status Certificate can be issued after the registration.











CREDITS

Bachelor programmes: 180 credits

Master programmes: 60* or 120 credits

*Instructor of English as a Foreign Language programme only

MINORS OR SPECIALIZATIONS - BA PROGRAMMES

The 180 credits of Bachelor studies contain a 50-credit module of a specialisation or a minor.

MINORS OR SPECIALIZATIONS - BA PROGRAMMES

Every study programme contains one or more compulsory 50-credit specialisation modules, which can be found in the curricula (study unit lists) of the study programmes.

SPECIALIZATIONS - ENGLISH AND AMERICAN STUDIES

When to start and when to choose the specialisation?

- Start from the 2nd year of studies.
- BUT! Specialisations should be chosen a semester in advance (in May-June) in Neptun.
- Can be started only after a successful language proficiency exam (normally taken at the end of the 1st year).

MINOR PROGRAMMES (BA)

- Instead of a specialization, choose a minor.
- 50-credit module different from one's study programme.
- → A 50-credit package of another study programme.
- Advantage: students can apply for a Master programme connected to the minor

MINOR PROGRAMMES (BA)

When to start and when to choose the specialisation?

- Some of the minors can be started from the 2nd year of studies.
- Most of the minor programmes should be started already in 1st semester, so they are 6-semester-long programmes, such as the BA.

The minor should be chosen in Neptun (May-June). The departments of studies examine all applications from Neptun, and they decide who can take/continue the minor programme next semester and further.

MINOR PROGRAMMES (BA)

Always check the curriculum, and contact your coordinator at the Department of International Affairs for consultation if you wish to choose a minor.

https://btk.elte.hu/minors

ACADEMIC CALENDAR - Always plan ahead.

Registration period (in Neptun): Until 20:00 10 September

Study period: 11-09-2023–16-12-2023

Exam period: 18-12-2022-03-02-2024

https://btk.elte.hu/academic-calendar



DEADLINE

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



COURSE REGISTRATION (part-time)

In Neptun study system.

Based on the list from your department of studies.

Your coordinator and department helps.

Wait until your department contacts you.



COURSE REGISTRATION (full-time)

In Neptun study system.

Based on the <u>curricula</u>.

Watch the **Neptun tutorial** film.

Register for the courses as soon as possible.





COURSE REGISTRATION (full-time)

Be aware of the 3 registration periods.

Check your courses until the registration ends.

You can ask the help of your student mentor.

We can help you during the Neptun Training.



Two-step authentication to Neptun

Select the English flag icon on https://neptun.elte.hu
1st step: password-based identification (no change)

Then download Microsoft Authenticator app from Application Store

- → receive a pairing code to your e-mail address
- → enter the code received via e-mail (valid for a short period of time)
 - → open Ms Authenticator app
 - →you get a six-digit ID (valid for 30 seconds)
 - →below TOPT code: enter this ID

Video on login process: https://www.youtube.com/watch?v=4wZ5XcMmOs8
If case of login problem, please turn to Quaestura Student Customer Service Office:

https://qter.elte.hu/Statikus.aspx/Elerhetoseg



COURSE REGISTRATION

Pre-course registration period:

until 16:00 01-09-2023

Ranking registration period:

20:00 01-09-2023 - 17:00 07-09-2023

First-come, first-served:

08:00 08-09-2023-16:00 15-09-2023

Late course registration:

18-09-2023-16:00 22-09-2023

Exam registration period:

beginning of December



COURSE REGISTRATION

Further explanation of the course registration periods + planning:

Guide for studies on the website



INSTITUTE'S WEBSITES

You will find more information about your courses at your programme's institutional or departmental 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/



CODES

BBI-ANG-102E

ВВІ	ANG	102E
B = BTK B = Bachelor I = International	Programme abbreviation (HUN)	Subject number and sub- group

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

Do not take OT, BBN or BMA code! 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-106E	Language practice 2	2	sem	obl	56	4	ANG-102E
ANG11- 104E	Academic skills 1	1	sem	obl	28	3	
ANG11- 108E	Academic skills 2	2	sem	obl	28	3	ANG11-104E
Introductory Module in English and American Studies: 13 credits							
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	
Writing skills, typography: 5 credits							
ANG11- 181E	Professional writing	1	lect	obl	28	3	
ANG11- 183E	Typography	2	lect	obl	14	2	



ALWAYS CHECK THE PREREQUISITES

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.





ACADEMIC REGULATIONS

Please check the university's Academic Regulations.

Passive semesters

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

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)



Credit exceeding

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

*except for the case when you take the course again, and pay for it



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

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!

Number of course & exam registrations

The termination can be avoided by handing in a request to the Educational Committee. For the 4th or further registration, or 7th 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.



OFFICIAL REQUESTS

Requests related to your studies must be submitted

- either in Neptun (e-forms)
- or at the Office of Educational Affairs.

Forms and info are available on the Faculty website:

https://btk.elte.hu/documents and forms



ABSENCE POLICY

10% of classes can be missed. (usually 3 classes)

Contact your teacher if you cannot go to class.

Do not be late from classes.

GRADING SYSTEM

5 POINT SCALE

excellent (5)

good (4)

satisfactory (3)

pass (2)

fail (1)









PAYMENTS (self-paying students)

Tuition fee

Until 15 October

BUT: if you need a visa or residence permit extension, the embassy asks for the payment certificate

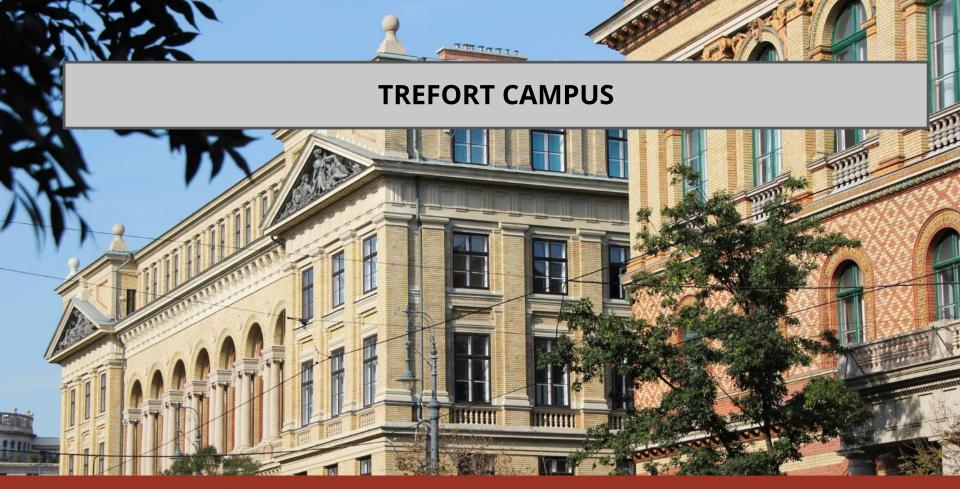
NOTE: 15-20 business days to issue the certificate at ELTE

Payment details:

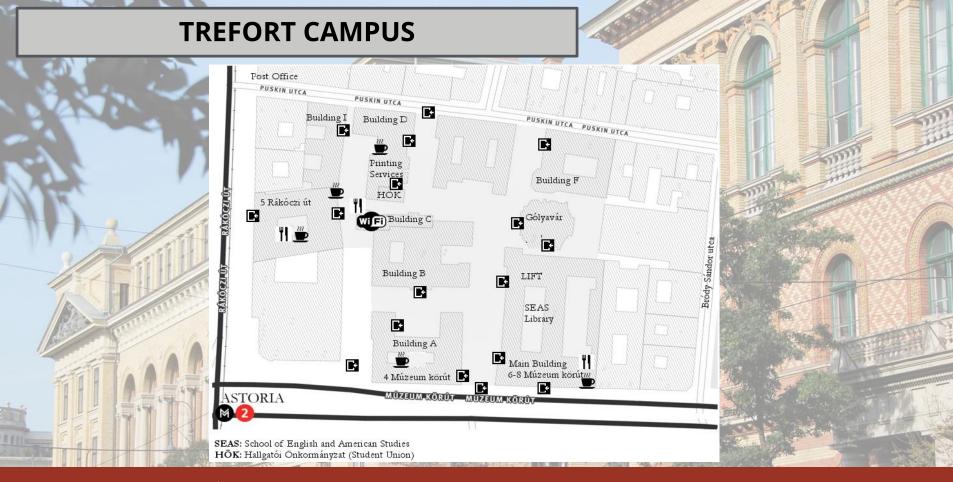
- Notification of Payment document (1st semester only)
- Faculty webpage



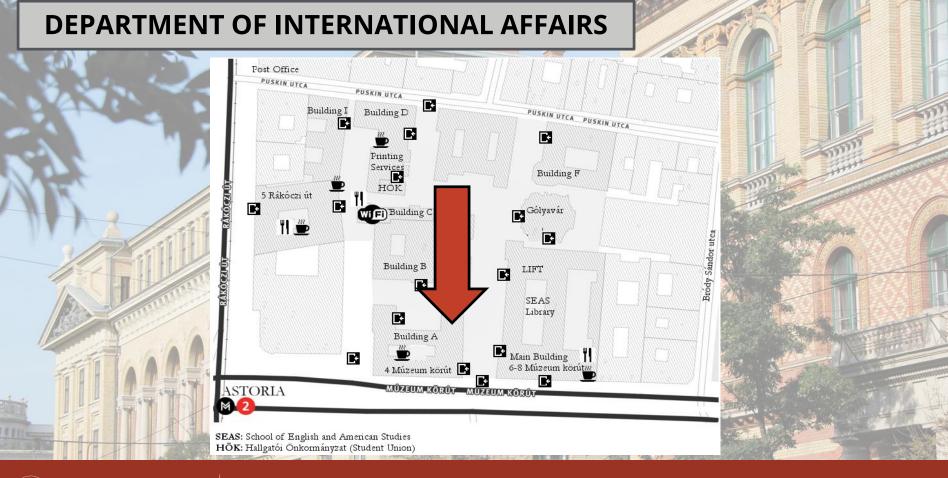












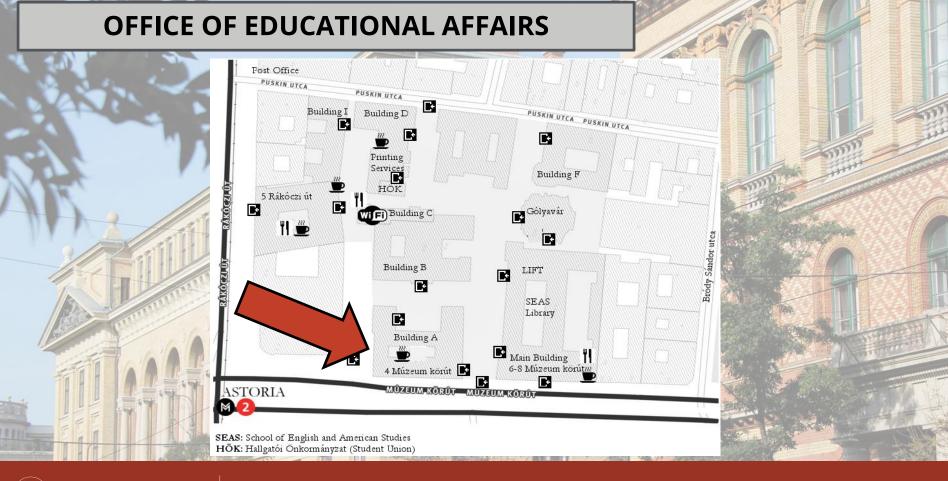
















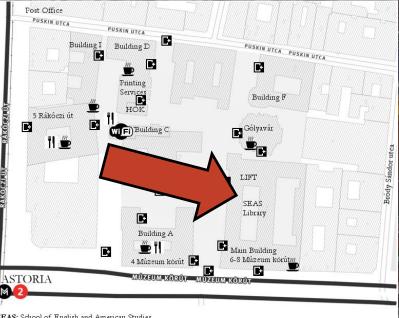




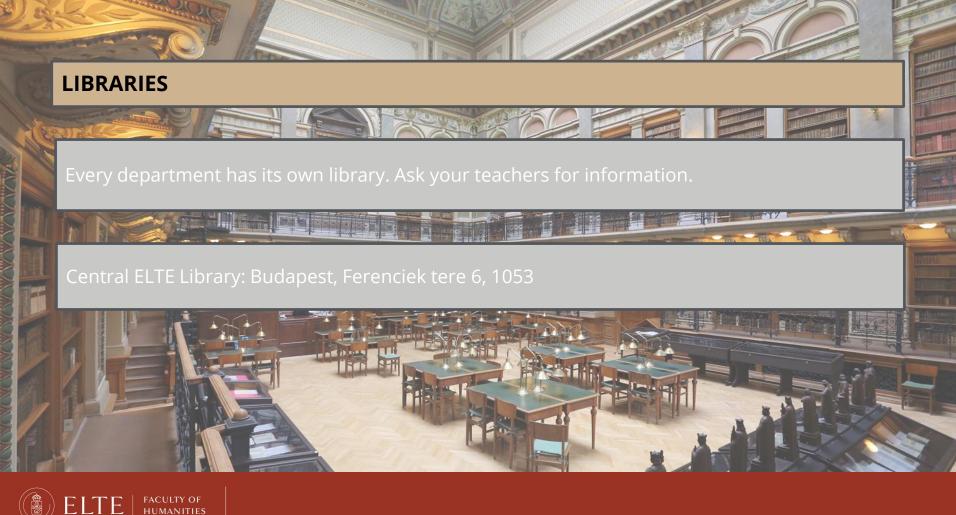
LIBRARIES

English and German language library: main building





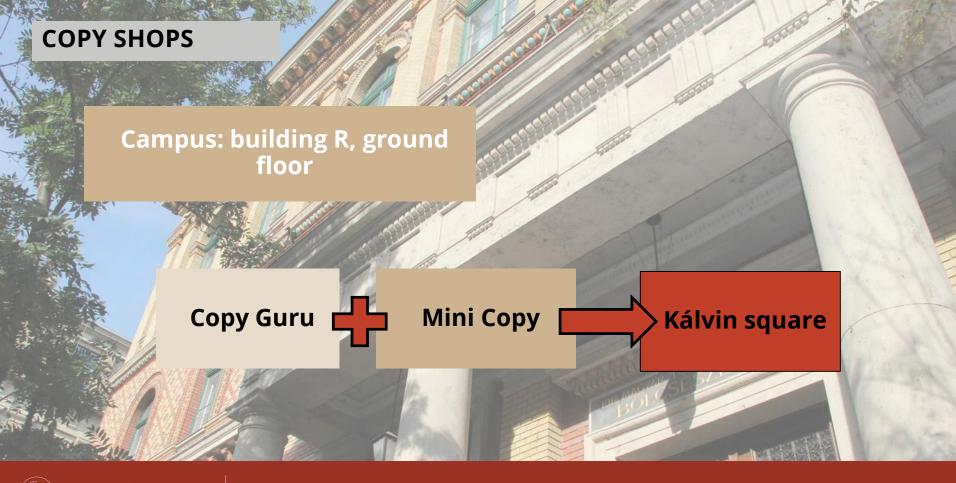
SEAS: School of English and American Studies HÖK: Hallgatói Önkormányzat (Student Union)







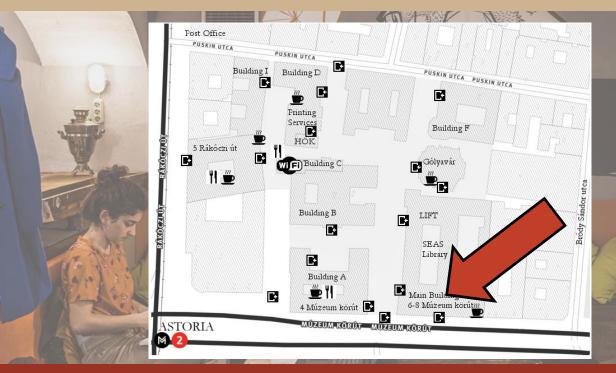






EATING FACILITIES ON CAMPUS

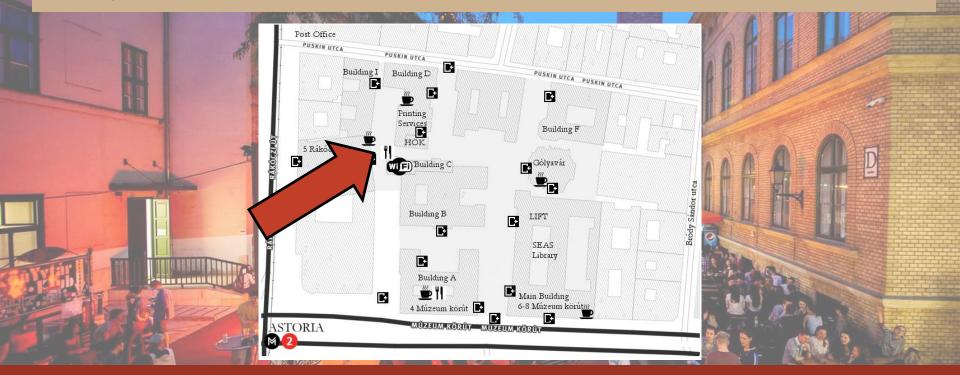
Műhely Egyetem Café: soups, salads, sandwiches, coffee, tea, desserts





EATING FACILITIES ON CAMPUS

Könyvtár Klub (KK): sandwiches, snacks, coffee, tea, soft-drinks, alcohol after 16:00





EATING FACILITIES NEAR CAMPUS

<u>Vega City</u>: Múzeum krt. 23. (vegan food, menus, burgers) <u>Mindenem</u>: Next to ELTE in the direction of Kálvin square

McDonald's: Astoria Burger King: Astoria

Bamba Marha burger & pizza: Astoria

Starbucks: Astoria Subway: Astoria

<u>Tesco Express</u>: Astoria (supermarket)

Aldi: Kossuth Lajos utca 13. (supermarket)

Roni ABC 0-24: Rákóczi út 6. (supermarket)

Lipóti bakery: Rákóczi út 4-6.

<u>Black Cab burger</u>: Rákóczi út. 19. (hand-made burgers) Zoska: Ferenczy István utca 28. (breakfast and café)

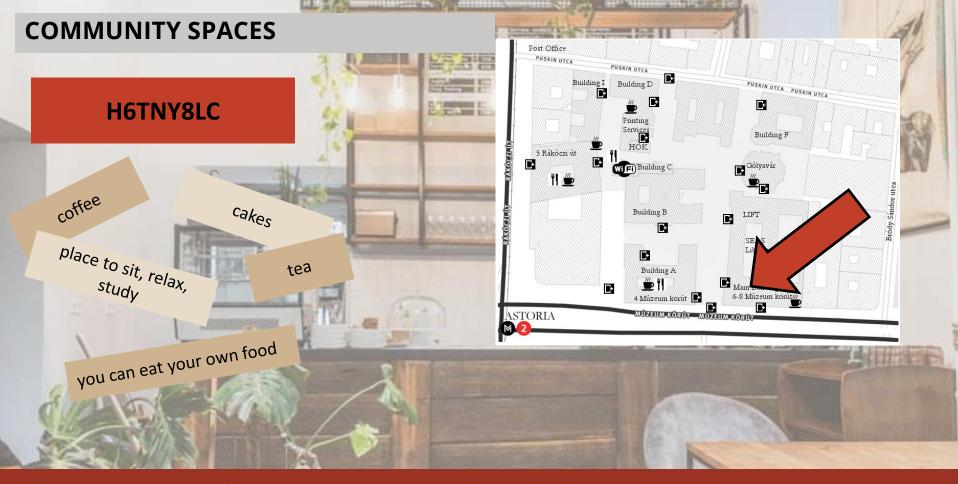
<u>Csendes</u>: Ferenczy István utca 5.

Belvárosi Disznótoros: Károlyi utca (Hungarian food)

<u>Hummusbar</u>: Egyetem tér

Mir Kebab: Király utca 1d (fine Turkish food)









EATING, SHOPPING IN HUNGARY

Budapest:

- world cuisine is available
- suitable for all kinds of diet
- fast-food restaurants (<u>McDonald's, Burger King</u>, KFC)
- cafés
- Open until 21.00 or 22:00 or city centre later

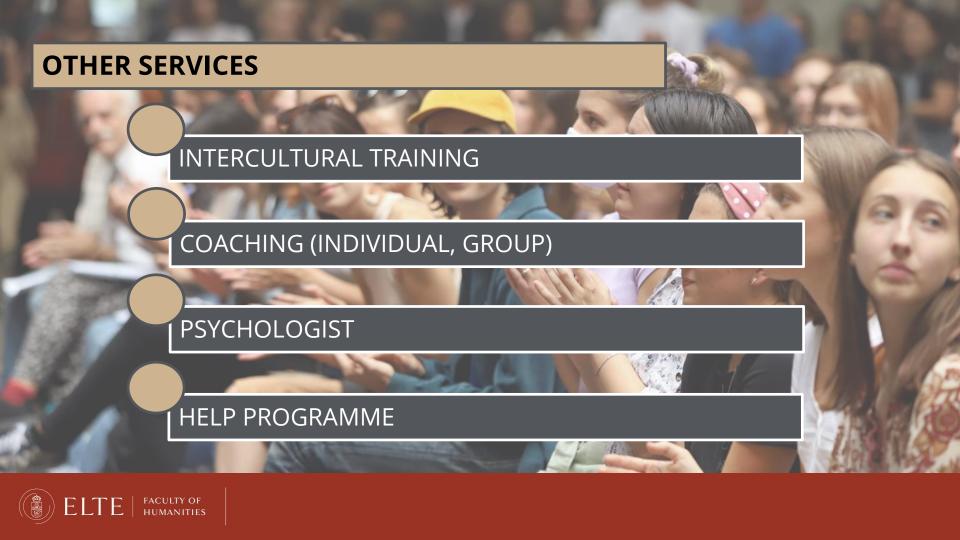
Countryside:

more traditional restaurants, shorter opening times

Shopping:

- Shopping centres, malls
- Supermarkets (Aldi, Lidl, Spar, Tesco, CBA, Auchan)
- 0-24 shops: RONI ABC, Manna
- markets
- bakeries
- tobacco shops
- Furniture: IKEA, Jysk, XXX Lutz
- Sport stuff: Decathlon, Intersport, SportsDirect









HAVE A STUDENT MENTOR

HELP BEFORE AND AFTER YOUR ARRIVAL

PEER-EXPERIENCE

ASK FOR A STUDENT MENTOR NOW:

https://www.btk.elte.hu/student-mentors









A BioTechUSA" A *DAK* ÉS A VITAMINWATER BEMUTATJA:

2023. SZEPTEMBER 11-15.



FŐBB HELYSZÍNEK BOGDÁNFY ÚTI SPORTTELEP MÉRNÖK UTCAI SPORTTELEP TÜSKECSARNOK

FUTSAL

KÉZILABDA

KOSÁRLABDA

LABDARÚGÁS

RÖPLABDA

VÍZILABDA

■ BOX

JIU-JITSU

KARATE

KICK-BOX

KUNG-FU

MUAY THAI

ALAKFORMÁLÓ

GERINCTRÉNING

INTERVALL

PILATES

ZUMBA

ZSÍRÉGETŐ

CHEER DANCE

HASTÁNC

HIP-HOP

MODERNTÁNC

TANGÓ

AERIAL HOOP
AERIAL FITNESS
ATLÉTIKA
BALANCE
CHEERLEADING
DARTS
FALMÁSZÁS
FUNKC. TRÉNING
FUTÁS
JÓGA
KAJAK-KENU
KERÉKPÁR

POLEFITNESS SAJÁT TESTSÚLYOS EDZÉS SAKK SPINNING SUP TÁJFUTÁS TERMÉSZETJÁRÁS ÚSZÁS TRIATLON VÍVÁS

AZ INGYENES RENDEZVÉNYÜNK RÉSZLETEI, ÓRARENDJE A FACEBOOK-ESEMÉNYBEN: F ELTE SPORT7 2023





Have a good preparation and travel.

See you soon.

btk.elte.hu/en

facebook/eltebtkbudapest

instagram/elte_btk