



ELTE | FACULTY OF
HUMANITIES

Orientation

Katalin Szabó

International coordinator



Welcome to Eötvös Loránd University, Faculty of
Humanities – ELTE BTK.

ELTE BTK = Hungarian abbreviation for Eötvös Loránd
Tudományegyetem, Bölcsészettudományi Kar



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FACULTY OF
HUMANITIES

Online Orientation

MAIN TOPICS OF THE ORIENTATION

!

Online platforms

!

Orientation

!

To-do before starting
studies

!

Practical issues

!

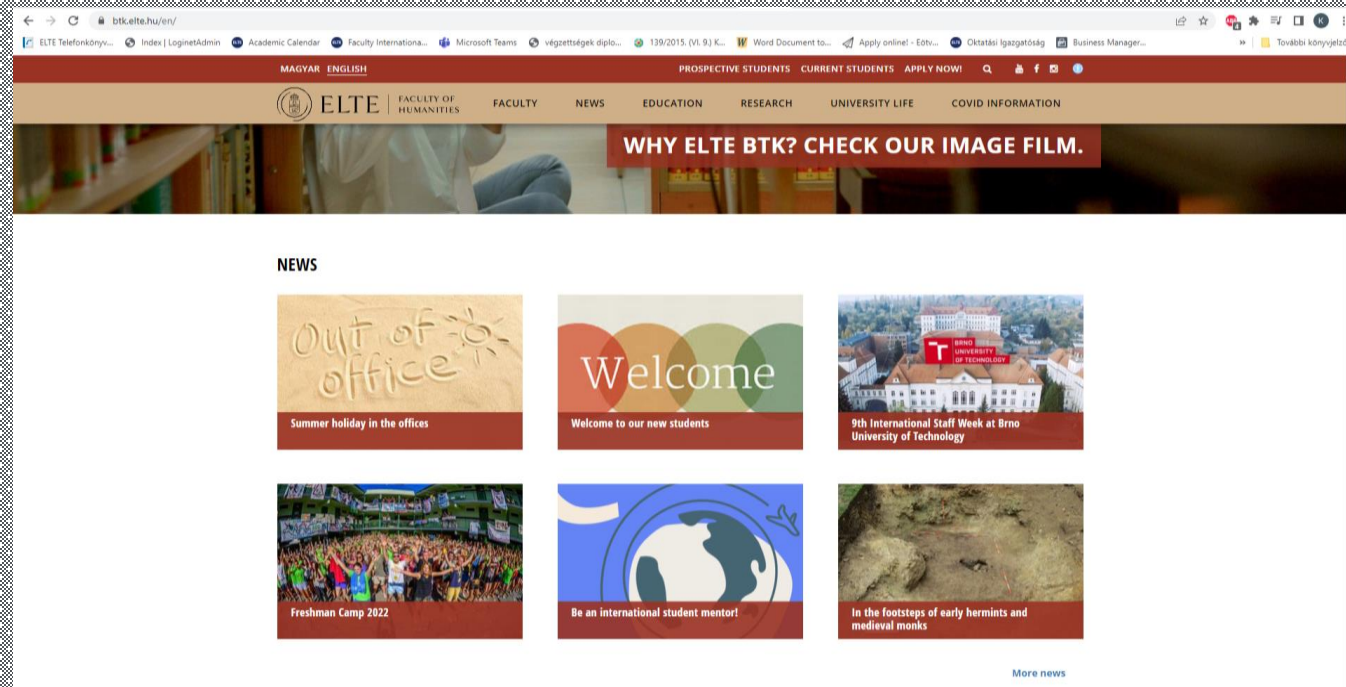
Arrival

!

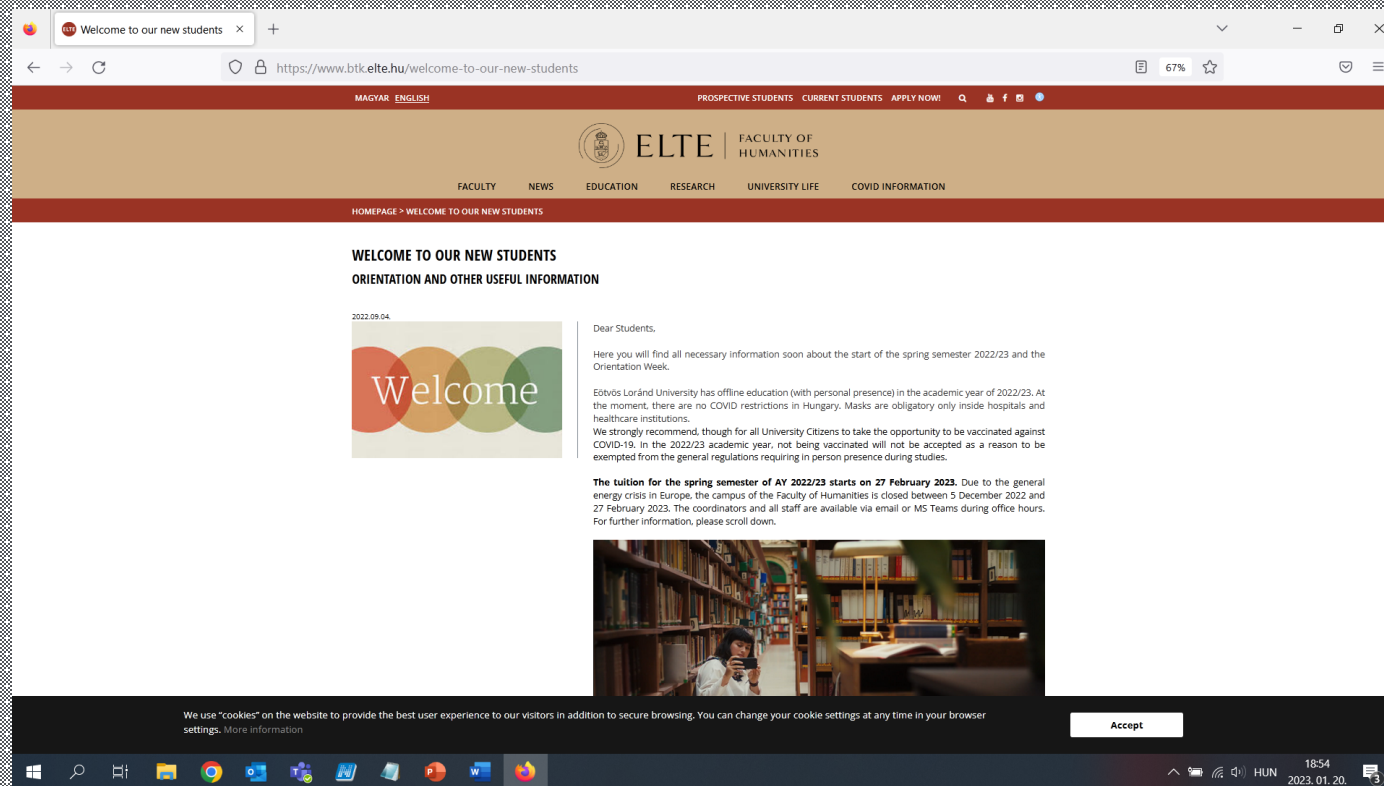
Study issues



Our homepage: btk.elte.hu/en



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



FOLLOW US ONLINE



Join our Facebook & WhatsApp groups

- [Students of the Faculty \(FB\)](#)
- [ELTE Intl students \(WA\)](#)

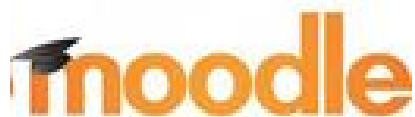


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Online Orientation

ONLINE PLATFORMS DURING STUDIES



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Online Orientation

To-do before starting studies

- Always read the materials we send
- Check the *Welcome to our new students* page frequently
- Issue a travel insurance for your first days of stay
- Arrange accommodation
- Apply for a student mentor
- Generate your Neptun password
- ELTE email address
- Check our study guides
- Participate in the orientation programmes
- Book appointment for registration until 25 February
- Register for courses (if relevant)

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



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Online Orientation

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 😊

NEPTUN CODE and PASSWORD



- You have received your Neptun code by email.
- Generate a password.
- [Log in Neptun.](#)
- [Watch the Neptun tutorial film.](#)
- Check if your personal and contact data is correct in Neptun.



Arrival, orientation

- Arrival
- Welcome programmes, orientation

COVID info

!

At the moment, there are no COVID restrictions in Hungary.

!

Using masks is obligatory only in hospitals and health centres.



ARRIVAL

!

Try to arrive before 27
February

Take part in the online
orientation events

!

!

Let your coordinator know if
you cannot arrive by 27
February

Book appointment for the
registration until 25 February

!



ARRIVAL

!

Due to the energy crisis, the campus is not open until 27 February.

!

If you arrive earlier, arrange the date of moving in to the dormitory. The dormitories are open whole academic year.



HAVE A STUDENT MENTOR

HELP BEFORE AND AFTER YOUR ARRIVAL

PEER-EXPERIENCE

ASK FOR A STUDENT MENTOR NOW (choose the self-paying option):

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



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Online Orientation

ONLINE ORIENTATION PROGRAMMES

General Information Session

- CET 10:00 13 February 2023
- via MS Teams

Introduction to the English and American Study Programmes

- CET 10:00 15 February 2023
- via MS Teams

Information session by the Department of Music Culture

- CET 10:30 15 February 2023
- via MS Teams

Neptun Question & Answer session

- CET 10:00 17 February
- via MS Teams



ORIENTATION PROGRAMMES

Other orientation programmes from 27 February

- Campus tour
- ESN programmes
- Central university programmes
- Information sessions of the study programmes
- Trips, parties, challenge games, talks later during the semester

Detailed programme:

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





Practical issues

- Legal stay
- Student ID, health insurance
- Finances
- Campus
- Hungarian courses
- Services



ADMINISTRATION, LEGAL STAY



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Online Orientation

DOCUMENTS FOR STAY & STUDIES

!

RESIDENCE PERMIT

!

STUDENT CARD

!

HEALTH INSURANCE

!

**REGISTRATION CARD
(EU citizens)**



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DOCUMENTS FOR STAY & STUDIES

!

At the end of studies:

Transcript of Records
(sent in PDF)

!



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Online Orientation

RESIDENCE PERMIT

WITH D-TYPE VISA

- Permit issued automatically
- 3-4 weeks
- Receive at the university OR
- Receive it at the office of the National Directorate-General for Aliens Policing (Immigration Office)

OTHER VISA OR WITHOUT VISA

- Submit a request for the permit within 90 days after arrival
- **Online:** <https://enterhungary.gov.hu/eh/?en>
- In person: at the office of the National Directorate-General for Aliens Policing (Immigration Office)



RESIDENCE PERMIT

WITH D-TYPE VISA

OTHER VISA OR WITHOUT VISA

Procedure & necessary documents:

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



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REGISTRATION CARD (EU citizens)

- Submit a request for the registration card within 90 days after arrival
- **Online:** <https://enterhungary.gov.hu/eh/?en>
- In person: at the office of the National Directorate-General for Aliens Policing (Immigration Office)
- **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: bp2@oif.gov.hu

Call center: +36 1 463 9292

Further info on the process:

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



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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



STUDENT CARD

ELTE Student ID

Can be used for identification

Discount at Hungarian transportation

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

You can receive it after the registration at the university!



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STUDENT CARD – STUDENTS STAYING SHORTER THAN 12 MONTHS

Temporary Student ID paper

Issued by Quaestura Student Office

Available around the 3rd week of February

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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QUAESTURA STUDENT OFFICE

Neptun password help

Student ID

Certificate of Student Status (active / passive)

ELTE Health Insurance



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QUAESTURA • ELTE SHOP



ELTE SHOP
KÖNYVTÁRSÁG / BOOKSTORE

BEJÁRAT / ENTRANCE

HÚZNI / PULL

ELTE SHOP
QUAESTURA

EÖTVÖS LORÁND TUDOMÁNYEGYETEM

VTANULÁS
JÁGE CENTRE
ERKÖZPONT

TERMÉSZETTUDOMÁNY
NATURAL SCIENCE

GAZDÁLKODÁSTUDOMÁNY
INFORMATIKA
INFORMATICS

GYÓGYPÉDAGÓGIA
SPECIAL EDUCATION
HUMANITIES

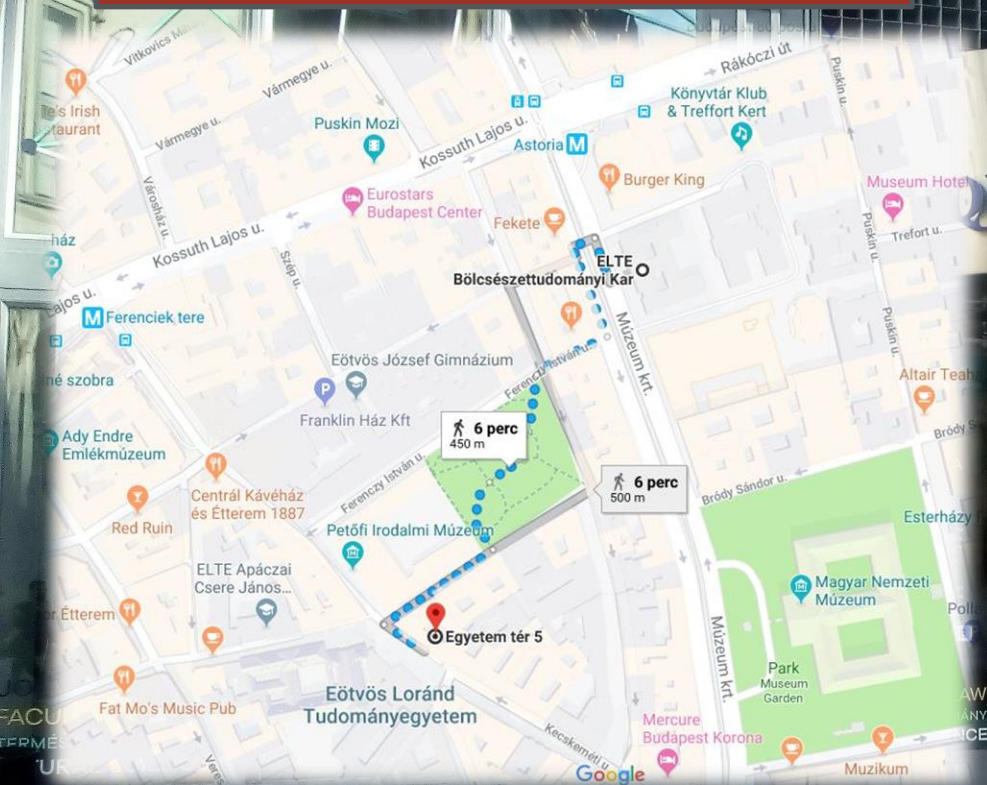
SOCIAL SCIENCES
PSZICHOLÓGIA
PSYCHOLOGY

FACULTY OF
TERMÉSZETTUDOMÁNY
NATURAL SCIENCE

ÖVÖ- ÉS TANÍTÓKÉPZÉS
PRE-SCHOOL EDUCATION

KARRIERKÖZPONT
CAREER CENTRE

QUAESTURA STUDENT OFFICE



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QUAESTURA • ELTE

Egyetem tér 5
1053 Budapest



NYELVTANULÁS
LANGUAGE CENTRE
KARRIERKÖZPONT

ELTE SHOP
QUAESTURA

GAZDÁLKODÁSTUDOMÁNY
INFORMATIKA
INFORMATICS

GYÓGYPEDAGÓGIA
SPECIAL EDUCATION
HUMANITIES

SOCIAL SCIENCES
PSZICHOLÓGIA
PSYCHOLOGY



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QUAESTURA STUDENT OFFICE

Monday:	09:00 - 13:00
Tuesday:	09:00 - 13:00
Wednesday:	12:00 - 16:00
Thursday:	09:00 - 13:00
Friday:	08:00 - 12:00

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



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HEALTH INSURANCE

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!



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A collage of various Euro banknotes and coins, including 100, 50, 20, 10, and 5 Euro notes, and 1, 2, 5, 10, 20, and 50 Euro coins, scattered across the page.

FINANCES



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PAYMENTS (self-paying students)

Tuition fee

Until 15 March

BUT: if you need a visa, the embassy asks for the payment certificate

NOTE: 8-10 business days to credit the payment and issue the certificate at ELTE

Payment details:

- Notification of Payment document
- information email



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PAYMENTS (every student)

e.g. dormitory fee, sport courses, administrative fees

In Neptun study system

by bank card

by money
transfer

Guide: <https://qter.elte.hu/Statikus.aspx/GyK-Penzugy>



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TREFORT CAMPUS

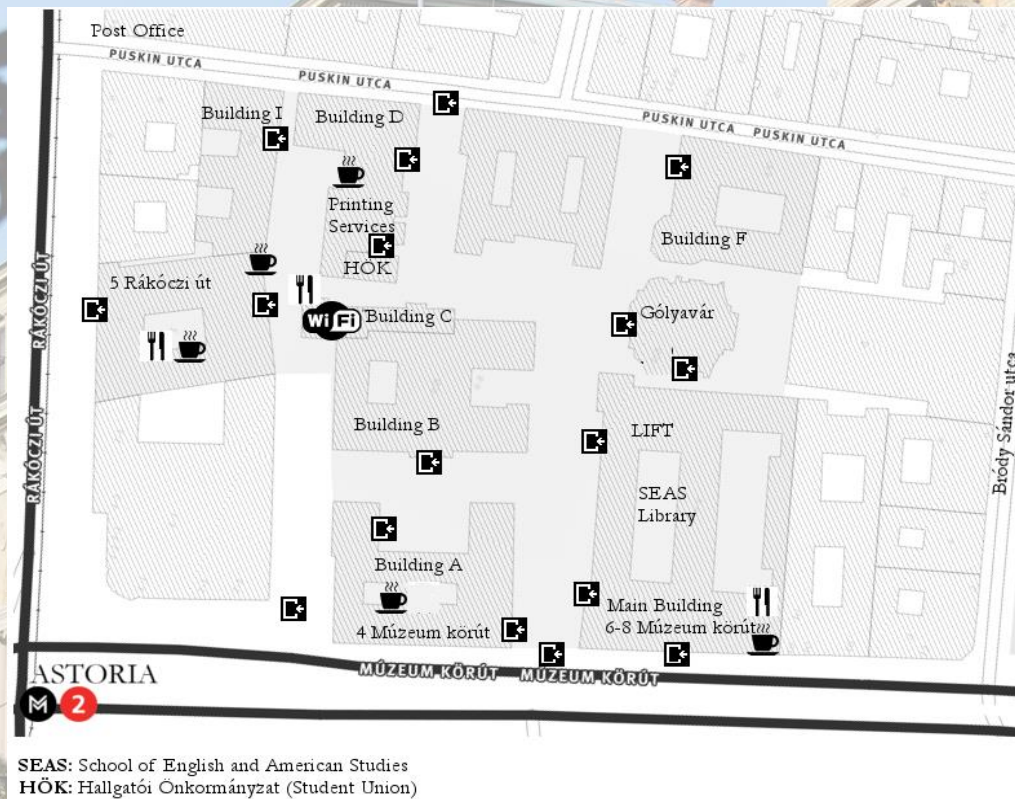


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TREFORT CAMPUS

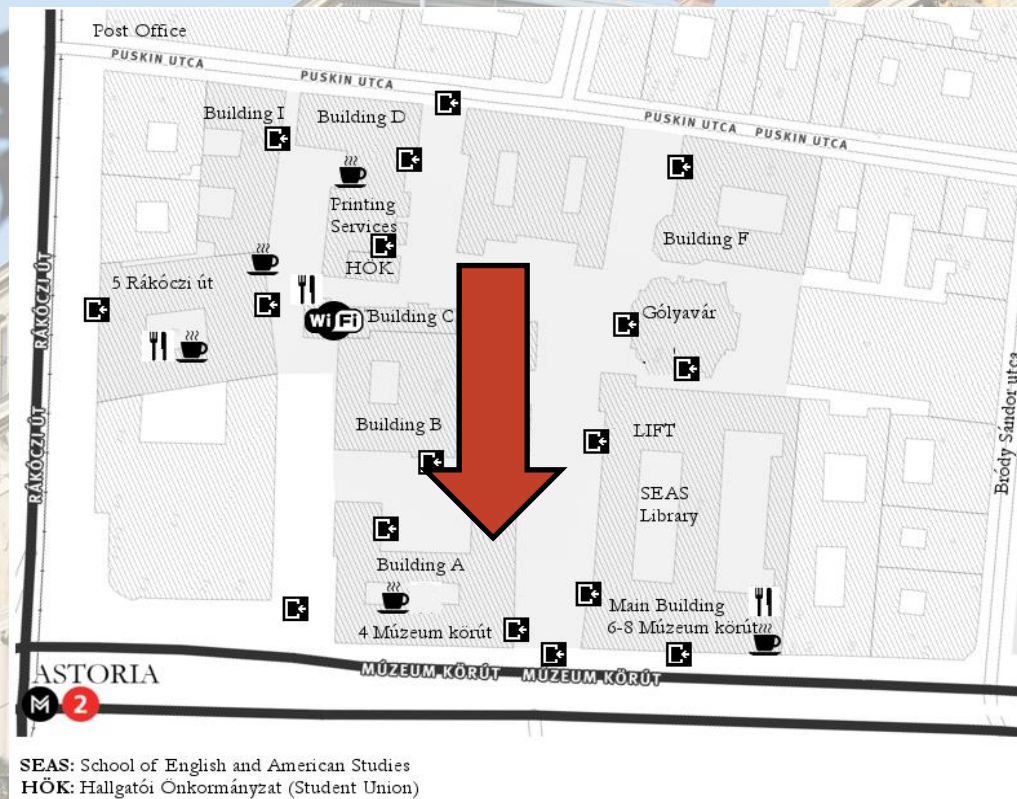


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DEPARTMENT OF INTERNATIONAL AFFAIRS



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DEPARTMENT OF INTERNATIONAL AFFAIRS

- By email: iso@btk.elte.hu
- Phone
- MS Teams
- Office hours (via MS Teams or in-person):
- book appointment: kronosz.elte.hu



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DEPARTMENT OF INTERNATIONAL AFFAIRS

Walk-in office hours

Monday:	13:00-16:00
Wednesday:	13:00-16:00
Friday:	9:00-12:00



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WI-FI AT ELTE

Available with your ELTE
account.

Use the *eduroam* wi-fi.

[https://www.elte.hu/en/it-
support](https://www.elte.hu/en/it-support)



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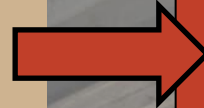
COPY SHOPS

Campus: building R, ground floor

Copy Guru



Mini Copy



Kálvin square

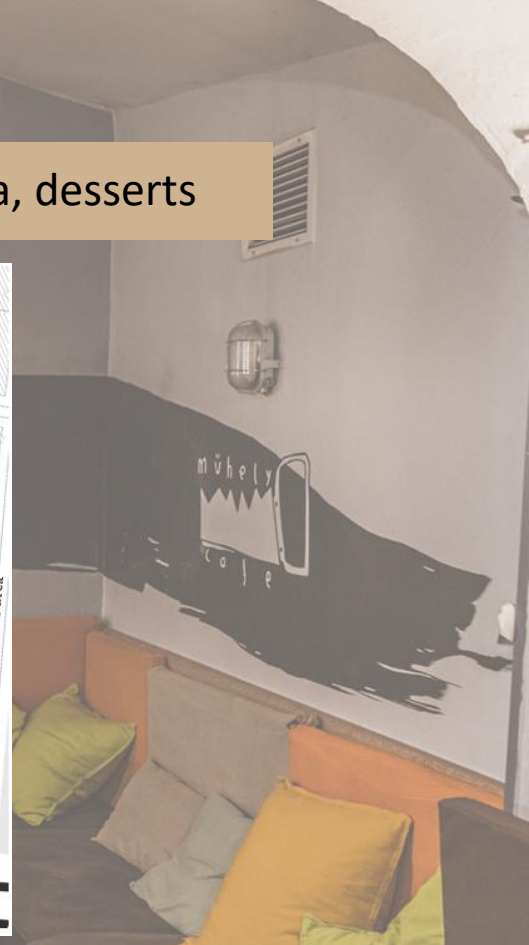
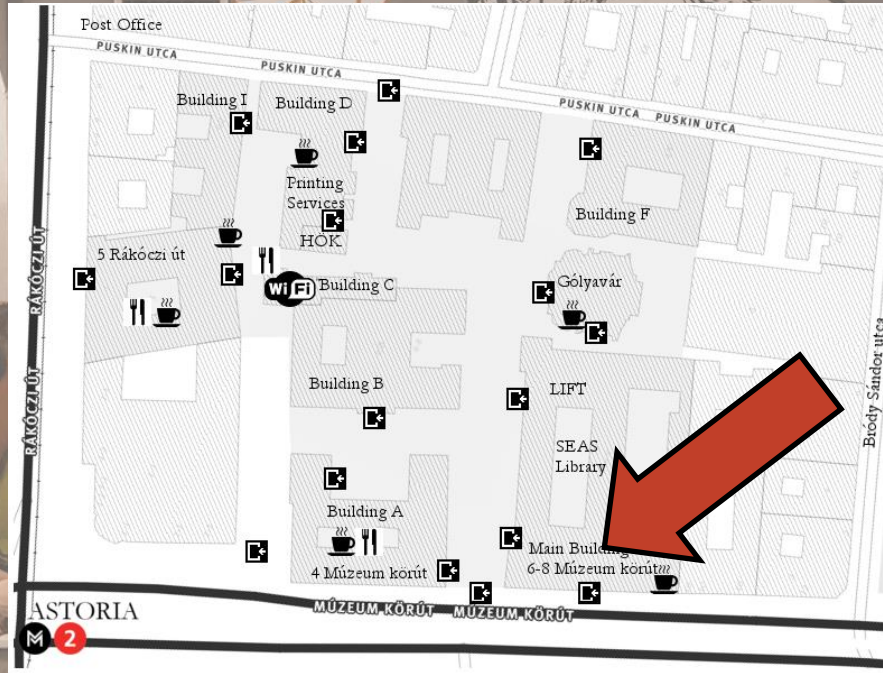


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EATING FACILITIES ON CAMPUS

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

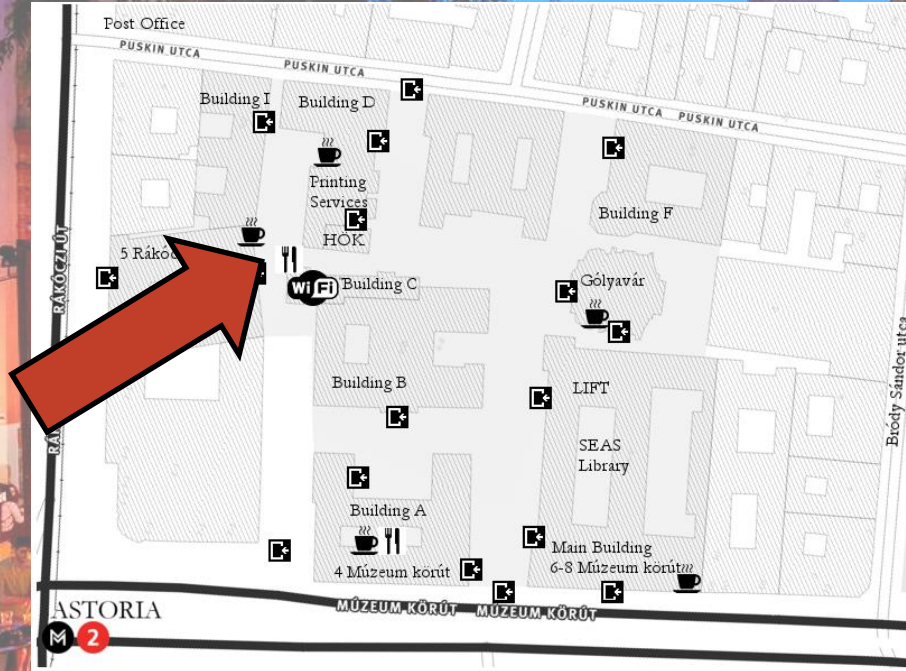


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EATING FACILITIES ON CAMPUS

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



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COMMUNITY SPACES

H6TNY8LC

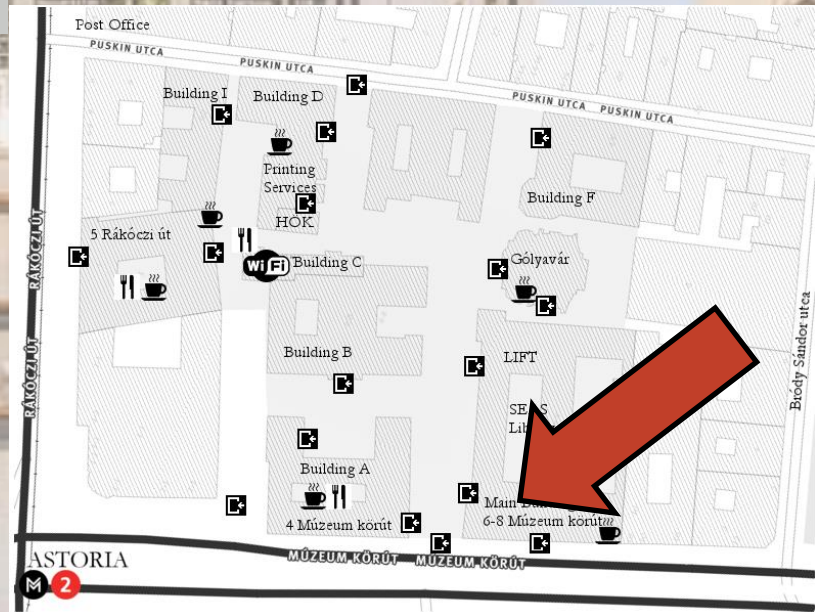
coffee

cakes

place to sit, relax,
study

tea

you can eat your own food



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COMMUNITY SPACES

TREFORT GARDEN

bean bags

benches

meeting points

place to sit, relax,
study

you can eat your own food



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EATING FACILITIES NEAR CAMPUS

Vega City: Múzeum krt. 23. (vegan food, menus, burgers)

Mindenem: Next to ELTE in the direction of Kálvin square

McDonald's: Astoria

Burger King: Astoria

Bamba Marha burger & pizza: Astoria

Starbucks: Astoria

Subway: Astoria

Tesco Express: Astoria (supermarket)

Aldi: Kossuth Lajos utca 13. (supermarket)

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

Lipóti bakery: Rákóczi út 4-6.

Black Cab burger: Rákóczi út. 19. (hand-made burgers)

Zoska: Ferenczy István utca 28. (breakfast and café)

Csendes: Ferenczy István utca 5.

Belvárosi Disznótoros: Károlyi utca (Hungarian food)

Hummusbar: Egyetem tér

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



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EATING, SHOPPING IN HUNGARY

Budapest:

- world cuisine is available
- suitable for all kinds of diet
- fast-food restaurants (McDonald's, Burger King, 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



OTHER SERVICES

INTERCULTURAL TRAINING

COACHING (INDIVIDUAL, GROUP)?

PSYCHOLOGIST

HELP PROGRAMME



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OTHER SERVICES

PASTORAL SERVICE

MENTORING

NEWSLETTER

FREE-TIME PROGRAMMES



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LEARN HUNGARIAN

- Free classes for ELTE students.
- Further info via email before 20 February
- General info: <https://btk.elte.hu/hungarian-language-courses>



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SPORT COURSES

ELTE BEAC (Budapest University Athletic Club) offers them.

6000 HUF/course

Further info:
<https://www.beac.hu/en/>



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Study issues

- Teaching arrangements
- Registration
- Study plan
- Neptun
- Course registration

EDUCATION AND TEACHING ARRANGEMENT

!

The University starts the spring semester 2022/23 OFFLINE

!

Tuition starts on 27 February.

!

All classes are at the campus with personal presence.

!

Not all the classes are held during the first week, you will receive further information later.



EDUCATION AND TEACHING ARRANGEMENT

3 groups of students:

Music students:
from ZJCM

Hungarian students:
from Hankuk
University

Freemover students



REGISTRATION (everyone)

Registration is in-person at building A, room 45.

Book an appointment to your coordinator till 25 Feb: <https://kronosz.elte.hu/>

Coordinator:

- Ms Katalin SZABÓ – self-paying students + guest students
-
- Welcome
 - Document & data check
 - Practical info



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)



STUDY ISSUES



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ACADEMIC CALENDAR

Registration period (in Neptun):
Until 20:00 19 February

Study period:
27-02-2023–27-05-2023

Exam period:
29-05-2023–15-07-2023

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



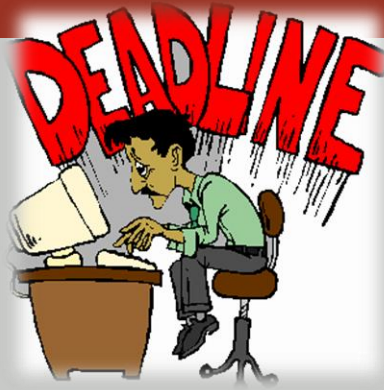
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DEADLINE

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



ABSENCE POLICY

10% of classes can be missed.

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)



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COURSE REGISTRATION (ZJCM, Hankuk students)

In Neptun study system.

Based on the list from your department of studies.

Your coordinator and department helps.

Wait until further instructions.



COURSE REGISTRATION (freemover students)

In Neptun study system.

Based on the previously arranged course list.

Watch the *Neptun tutorial* film.

Register for the courses as soon as possible.



COURSE REGISTRATION (freemover students)

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 Q&A session.



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COURSE REGISTRATION (everyone)

If you want Hungarian or sport course:

You have to do the registration yourself.

You can ask the help of your student mentor.

We can help you during the Neptun Q&A session.



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COURSE REGISTRATION

Pre-course registration period:
until 16:00 10-02-2023

Ranking registration period:
20:00 10-02-2023 – 17:00 16-02-2023

First-come, first-served:
08:00 17-02-2023–16:00 03-03-2023

Late course registration:
04-03-2023-10-03-2023

Exam registration period:
beginning of May



Course registration periods

- **Pre-course registration period**: all courses available, everybody is on a so called waiting list.
- **Ranking course registration period**: **between 10 and 16 February**
- 16th February after 5 pm there is a „ranking” – according to the point system, Neptun lets the students with the most points to stay on the course registered.
- Check next morning if you were dropped from courses.



Neptun / course registration

First come first serve course registration period: from 17th February, 8 am

- After the ranking period, if you have less points than others, you will be dropped from the course by Neptun.
- So you need to be quick to register yourself again for the free places offered for the rest of the students (like in a competition).
- If it is successful, you will be registered for the course.



Neptun / course registration

Why cannot you register for a course?

- **Headcount full:** after your arrival you need to ask the teacher's permission on a Guest form. You submit the Guest Form to Ms Katalin, and she will register you for the courses.
- **Prerequisite:** Neptun will deny the registration. This case the same applies as written above.



COURSE REGISTRATION

Further explanation of the course registration periods +
planning:

Guide for studies on the website





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Have a good preparation and travel.

See you soon.

btk.elte.hu/en

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

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