



ÓBUDA UNIVERSITY

KELETI FACULTY OF BUSINESS
AND MANAGEMENT



Student's Guide

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OPENING HOURS



Opening hours of Study Coordinator

MONDAY: 08:45-11:45

TUESDAY: CLOSED

WEDNESDAY: 08:45-11:45 AND 13:15-14:30

THURSDAY: CLOSED

FRIDAY 08:45-11:45

You can contact your study coordinator anytime via email :
(cseri.agota@kgk.uni-obuda.hu).



Who can help me?

Scholarship payments,
residence issues,
accommodation etc.



International Education Office
1034 Budapest,
Bécsi út 122. 1.5 floor (MediaWorks)
international@uni-obuda.hu

Study issues, student
documentation



Ms. Ágota Cseri
cseri.agota@kgk.uni-obuda.hu

Help with officials,
translation, guidance in
Budapest



Your Student Mentor („buddy”)
delegated by International Office

Neptun

What is "Neptun" for?

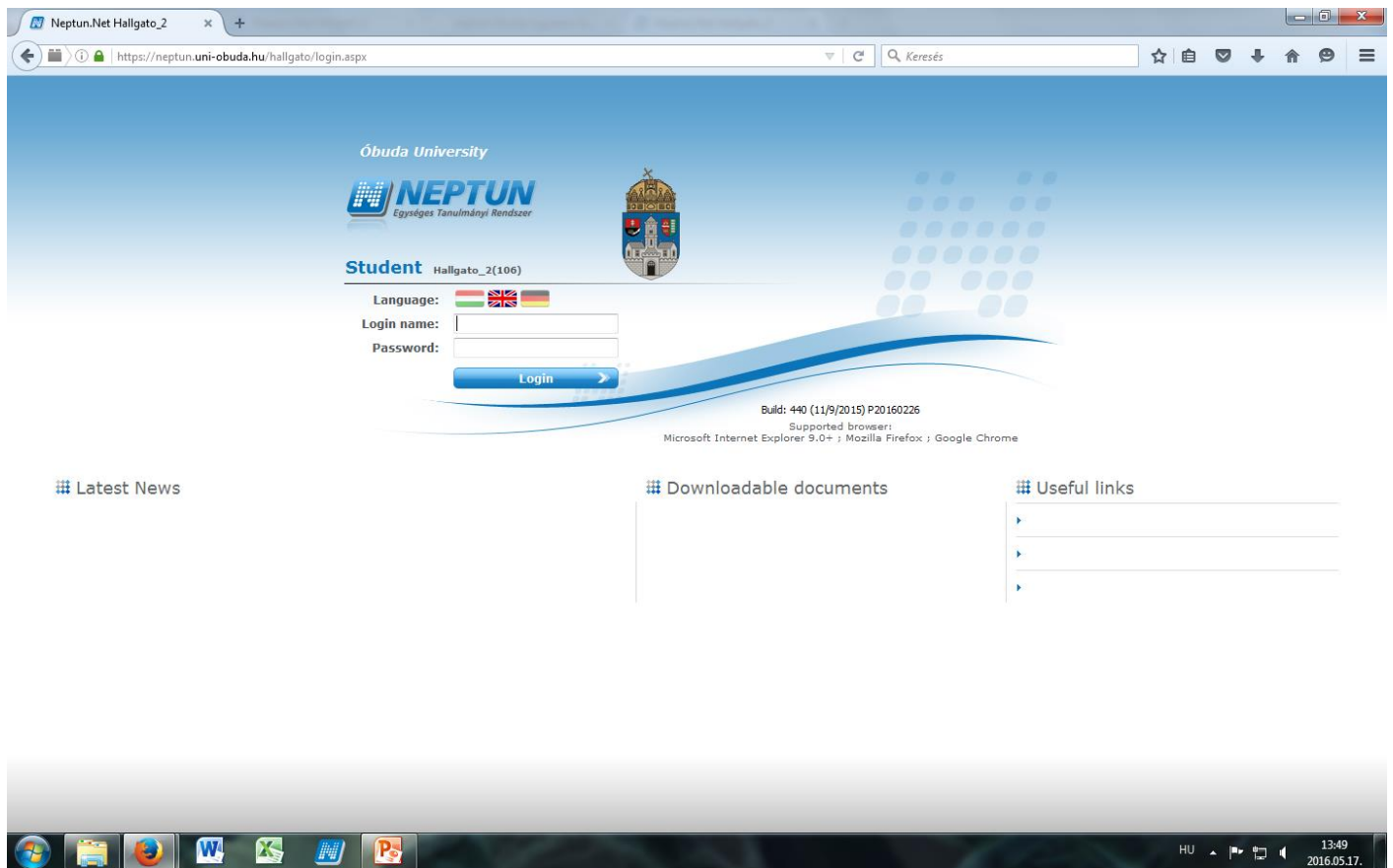
- to record your studies,
- to store the data of registering subjects and the exam results,
- to assist in educational administration,
- correspondence surface with Teachers

How to log in?

- Login name: your Neptun code
- Password: Neyyyymmdd (Ne characters + your birthdate Y- year M- month D- Day (Change password after 1st login!))

Quick tips

- With your Neptun code you can use free WiFi within the University.
- Make sure to regularly check your messages, and/or set in Neptun to receive messages to your email address.



Access to Neptun:

<https://neptun.uni-obuda.hu/hallgato/login.aspx>



Registration Week & Academic Year

Registration Week

- **First week of Study Term** in each semester.
- Finalizing your application for courses.

Academic Year

- Consists two training periods (two semesters - **Fall & Spring Semester**)
- Training period includes: **study and examination period.**
- The evaluation of the student's work is based on his/her performance during the study and examination periods



Registration for courses

- In the first semester, your courses will be registered by your coordinator, so you have nothing else to do.
- Registration for courses in Neptun are done by students starting their 2nd semester.
- **Term of registration:**
pre-course registration term: short term starting around the end of Exam's Period. (Highly suggested for students to do their course registration for given semester).
finalizing course registration: available only on Registration Week and only from Monday—Thursday.

Q & A

- **How can I register to courses?**

You should be familiar with the layout of your Neptun, so you should use the relevant menu point.

Course registration should be always done by your Training Programme (Excel file).

Solely depending on what Neptun offers as „course needs to be registered” can easily cause you not to graduate.

- **What happens if I cannot register to a course?**

You always receive an error message. If you don't know what to do with it, you should make a PrtScr and send it to your Study Coordinator (with exact course name and course code).

- **What happens if I don't register to any courses?**

You will loose your 'Active' status and be declared as a 'Passive' student.

How can I be registered to courses if I miss the course registration term?

You can request post-course registration by your Study Coordinator.

You should write a request email with exact course names and codes that you want to be registered to.

Post-course registration is only possible should there be free spaces at the given course. (If a course is full, you should contact your teacher via email and request the increase of the number of participants).

Terms of post-course registration:

- only available in the first 2 weeks of Study term of given semester;
- it's a service with fee: 5.000,-HUF/course. (Service fee is written out by your Study Coordinator in Neptun when the course registration is done).

- **What happens if one or more of courses/classes conflict in my class schedule?**

Should you follow your training programme and complete all your courses, your courses should not conflict.

Optional courses or PE courses might conflict with your mandatory courses, but these courses are available from higher semesters when it's easier to avoid conflicts.

- **How can I register to 'Optional Courses'?**

If you receive an error message in Neptun when you try to register to optional course, you should make a PrtScr of it and send it via email to your Study Coordinator.

Optional course is any course that's not part of your Training Programme.

Should you have any further questions please contact your Study Coordinator (Ms. Ágota Cseri) via email!



Student Card



What is it for?

Offers **reduced fares** for **all public transport**, reduced-price entrance tickets for museums, Youth Hostel accommodation and library membership, sport facilities.

How to get it?

- Visit Office of Government Issued Documents („kormányablak”)
- Your photo and personnel data will be taken (**Important:** Make sure that all your family & given name, as well as your mother's name is given properly. If not, the ordering process will stop and takes longer to proceed.)
- You receive a paper (NEK ID paper).
- Log in to your Neptun account and register NEK ID number (9 digit number in top right corner):
Administration/Student Card request/Add New/First application

Preparation of card: approx. 45 days.

(Until it's ready, you'll receive a „temporary student card” that's valid for 60 days).

- Your card will be posted to our Faculty.
- Your study coordinator informs you when it's arrived and you have to come for it in person.

STICKER

- Student card should be verified in each semester with a sticker for students with „Active” status.
- Validation of sticker:
 - **Autumn Semester: 31 March**
 - **Spring Semester: 31 October**

Quick tips

- Be careful with your student card and **do not loose it!** (If you loose it, the re-make will cost you, and it might take a lot more time to prepare it!)

Always take it with you because if you leave it at home you can get a fine.

- When you buy a monthly public transport ticket always register your '**OM ID number**' (11 digits number at the cover of your card or on your student ID certificate, starting with Number 7).
- When ordering your student card only show your passport for the administrator (otherwise the process will be stopped and issuing student ID won't be possible)

About classes



Class schedule

- Available in Neptun ("Studies/Class schedule")



Type of courses

- lecture
- labor/practice
- exam



Varied schedule

- odd - even week (for lecture and practice)



Location of classes

Doberdo út / Bécsi út / Tavaszmező str. (Pest side)

Building code of Faculties in Neptun



<u>Building code</u>	<u>Location</u>
<u>BA</u>	Neumann Faculty (modern building in front of Rejtő Faculty) At Óbuda
<u>D</u>	Doberdó út (Rejtő Faculty) At Óbuda
<u>N</u>	Népszínház street (Pest side)
<u>TA</u>	Tavaszmező street. Building „A”, main building (Pest side)
<u>TB</u>	Tavaszmező st. Building „B” (Pest side)
<u>TC</u>	Tavaszmező st. Building „C” (brick building in the yard) – Pest side
<u>TG</u>	Tavaszmező st. Building „G” (new building of Keleti Faculty) – Pest side

Codes of Classrooms in Neptun

Classroom number is shown
in 'Class schedule info'
when you click on your
course.

```
graph TD; A[Classroom number is shown in 'Class schedule info' when you click on your course.] --> B[Classroom numbers refer to floor number (e.g. 1, 2, 3) and number of classroom (e.g. 203, 204, 210, 306) in Faculties.]; A --> C[E.g. TG.2.203 means Tavaszmező str. „G” building 2nd floor, Room 203.];
```

E.g.
TG.2.203 means
Tavaszmező str.
„G” building 2nd
floor, Room 203.

Classroom numbers refer to
floor number (e.g. 1, 2, 3)
and
number of classroom
(e.g. 203, 204, 210, 306) in
Faculties.



Rules of Classes

Course dates and hours are given and non-negotiable
(unless your Teacher suggests otherwise)

Participate on classes	<u>MANDATORY</u>
Being late for classes	<u>NOT ACCEPTABLE</u>
Using mobile phone, tablet during classes	<u>NOT ACCEPTABLE</u>

IMPORTANT!

When International Education Office, your teacher, or your study coordinator asks you to do something, you're obliged to do so.
(Excuses are not accepted!)

Q&A:

What happens if I miss some classes?


If you miss 3 classes, your teacher will deny his/her signature for the course and you're not allowed to take exam in given semester.

What happens if I miss some classes due to illness?

You have to verify your illness with a doctor's certificate shown to your teacher and discuss supplementing missing courses.



End-semester evaluations

	Mid-term grade (with mark "é")	<ul style="list-style-type: none">• in case of both theoretical and practical courses• based on mid-term grade
	Exam grade (with mark "v")	<ul style="list-style-type: none">• performance on the exam or• performance on the exam and on the mid-term tests
	Acceptance (with mark "e")	<ul style="list-style-type: none">• PE classes are evaluated in three scale terms

Fulfilment of courses → Exams



- The basic requirement of exam registration is the course **leading professor's signature**. (In Neptun marked as “signed”).
- Teacher's signature:

"Signed"

You're allowed to register to exam.

"Denied"

Signature
supplement exam

Only in the first 2
weeks of Exam's
Period

You have to pay for
it

"Blocked"

You're not allowed
to take signature
supplement exam.

You have to
register to course
in next relevant
semester.

- Grading system: 1-5 scale, where 1 means “failed”, and 5 “outstanding”.
- PE courses and Thesis work: only “signed” mark. You won't receive a grade in Neptun.
- Exams usually take place in ‘**Exam Term.**’ Dates of Exams are determined by your Teacher. For most courses you have to register for Exam in Neptun.
- Students can register and drop exam dates until 12.00 pm of the day before the exam.

- If you **fail an exam** ➡ you can re-take the exam once in given semester for free.
- If you **fail re-take exam:**

➡ no more exams for you in given semester.

➡ you need to register to “Exam Course” in next semester when the course is available and take the exam in “Exam’s Period”.

➡ you need to pay for the exam (4.000,-HUF/exam)

IMPORTANT!

- In order to **graduate in 7 semester**, you **have to pass all your courses in a given semester.**
- If you **fail to pass 1-2 courses/semester**,
 - ➡ you will have extra exams to prepare in upcoming semester(s)
 - ➡ you risk not finishing BSc/BA programme in 7 semester
- **If you register to an exam in Neptun, but you don’t take the exam (and not drop your registration) it counts as failed exam.**

The most important rule:

- Stipendium Hungaricum Programme Operational Regulations

IV.10.2 b. „if the student – unless there is another provision in the institutional regulation – does not meet the requirement of academic progress declared in the Academic and Examinations Regulation or in the curriculum; the student does not obtain at least 18 credits on the average of the last two semesters where the student status was not interrupted. „

What it means?

If you don't complete during the last two active semesters 36 credits, you lost your Scholarship.

You can continue your studies at self-fee payer student.



Service Fees

Students missing deadlines, or performing poor on exams are charged with service fees as follows:

Name of fee	Fee	Written out in Neptun
Expletive measurement, late homework	2.000,-HUF/occurence	Student
Teacher's sign/Mid-term mark supplement exam	4.000,-HUF/course	Student
Retake exam (after you fail 2 nd time)	4.000,-HUF/exam	Student
3rd+ course registration	5.500,-HUF/course	Study Coordinator
Request for passive* semester	4.000,-HUF	Study Coordinator
Credit transfer* (from other Univ. to OE-KGK)	1.000,-HUF/accepted course	Study Coordinator
Belated course registration*(only first 2 weeks of Study Term)	5.000,-HUF/course	Study Coordinator

Name of fee	Fee	Written out in Neptun
Belated delete of course* (only first 2 weeks of Study Term)	5.000,-HUF/course	Study Coordinator
Belated data service (incl. belated registration)	4.000,-HUF/occurrence	Study Coordinator

*Service requires given administrative routes. Please ask for details from your Study Coordinator!

Quick tips

If you want to avoid paying extra money for your studies, please make sure to always

- perform accordingly on your courses and exams;
- **keep deadlines**



Paying in Neptun

All service fee payments are handled in Neptun system only. No other payment method is possible!

Each student has a Neptun account. All payments can be done either by bank transfer to Neptun account, or by SimplePay.

How do I transfer money to my Neptun account?

1) You have to transfer the amount from your Hungarian bank account (OTP) to the following account number and with details:

Bank name: MBH Bank Nyrt. (MBH)

Account holder: Óbudai Egyetem

IBAN code: HU16 10300002-13268139-00024900

SWIFT code: MKKBHUHBXXX (be written in one)

Information box: NK-Your Neptun Code,Your Name

2) The bank transfer takes 2-3 work days to arrive to your Neptun account.

3) After the amount is on your Neptun account number, you'll be able to pay right away.

How do I pay from my Neptun Account?

In Neptun system:

To written out fee (e.g. supplement exam, re-take exam):

“Finances/Payment”:

- “Transcribe item”
- Select the “Payment titles” from scroll-down list:
“Retake exam”
“Service”
- Under “Service” you find: “Signature supplement”
- Click on it, choose the subject, click on “Create item”

To pay a written out fee:

- The written out item will be shown in “Payment”.
- At the end of the item you’ll see a blank box.
- Tick the box, than click “Pay in”.
- Your payment is successfully done!

To pay a written out fee – SimplePay:

- Suggested payment method for “Active” fees in Neptun
- Procedure explained:
<https://neptun.uni-obuda.hu/system/files/SimplePay-hallgatoknak-en-v1.pdf>

Quick tips

- When you have “Active” financial item among your payments in Course Registration Period and Exam’s Term, you won’t be able to register to any course, or exams, until you pay it.
- You cannot register to Retake Exam date until you pay its fee.
- Neptun notifies you about these in a pop-up message when you try to register to course or exam.



Self-fee paying Student

You have to pay your full tuition fee each semester until the end of registration week.

It is usually the first week in September or in February.

Account holder: Óbudai Egyetem

IBAN kód: HU16 10300002-13268139-00024900

SWIFT kód: MKKBHUHBXXX (be written in one)

Information box: NK-Your Neptun Code,Your Name

Interruption of studies-Passive semester



What does it mean?

When a student is not able to accomplish his/her studies due to any personal reasons, he/she can request for intermittent in his/her studies.

- You have the opportunity of interrupt your studies – only acceptable in a written request in the Neptun.
- The duration of the interruption of you status shall not be longer than two semesters.
- You can ask it max. 4 times.
- During passive semester all your student rights are interrupted (scholarship, student card, residence rights etc...)
- Service fee is automatically written out in Neptun after submitting the e-request (you must check in your Neptun – Finances, and Submitted e-requests).
- E-request is received and can only be granted if the service fee is paid in Neptun by student.
- Important! Please report to International Office, Tempus may have further regulations for this case.

When can I ask for it?

It has a deadline. You can ask for it in each semester until the end of Registration Week.

How does it inflict my scholarship, residence permit etc.?

With “Passive” status all your student rights are intermittent (scholarship, student card, residence rights etc.).

You also have to report your passive request to International Education Office.

What happens if my passive semester ends?

Before the start of your active semester, you need to inform your study coordinator via email, that you’re ready to continue your studies.

You need to enroll for “Active” semester (made by you in Neptun within given deadline) and register for subjects in given semester.

Deadlines for subject registration for upcoming are sent out via Neptun message during the Exam’s Term of previous semester.

You also have to personally check-in during registration week. (If not, your status won’t be activated!)

Termination of studies / Scholarship Status

Termination of studies: **A) from Student's part, B) University's part.**

A) Closure of the studies may take place in the following ways:

- a) if the student **continues his/her studies in a different institution,**
- b) if the **student asks for the closure** of his/her legal relationship with the institution,
- c) if the student **cannot continue his/her studies** supported with the Hungarian (partial) scholarship and wishes to finance his/her studies by him/herself,
- d) **successful completion of the final state examination,**
- e) if the student status is terminated by the rector - due to arrears – after unsuccessful appeals and taking to consideration the student's social situation,
- f) **exclusion disciplinary** (when the decision becomes final),
- g) if the statutory condition of the establishment of the legal student status no longer exists, the decision comes into force on the day of termination

B) The university is allowed to terminate the student's legal relationship of those who:

- a) does not fulfill his/her obligations: **failing 6 times of one course** (e.g. failing 6 times in Mathematics)
IMPORTANT! - If you register to an exam in Neptun, but you don't take the exam (and not drop your registration) it counts as failed exam.
- b) **not checking in on Registration Week** (unless granted with passive semester)
- c) **after** the suspension of the student status (**passive semester**) he/she does not start his/her studies,
- d) the **number of credit points obtained after 4 enrolled semester does not exceed the 55 points** in case of full-time trainings. (The maximum value of the credits of the optional courses listed in the curriculum shall be included). Please note: Transferred credits do not count in 55 credits!

Stipendium Hungaricum Scholarship's obligations

- Stipendium Hungaricum Programme Operational Regulations

<https://stipendiumhungaricum.hu/uploads/2020/03/2023-07-25-SH-OR.pdf>