

STUDENT'S GUIDE for *BSc*



TABLE OF CONTENTS

Opening hours of Study Coordinator.....	Page 3
Who can help me?.....	Page 4
Neptun	Page 5-6
Registration Week & Academic Year.....	Page 7
Registration for courses	Page 8-10
Student Card	Page 11-13
About classes	Page 14
Building code of Faculties in Neptun	Page 15
Codes of Classrooms in Neptun	Page 16
Rules of Classes	Page 17
End-semester evaluations	Page 19
Fulfilment of courses	Page 20-22
Service Fees	Page 23
Paying in Neptun	Page 24-25
Self financed Student	Page 26
Interruption of studies-Passive semester	Page 27-28
Termination of studies/Scholarship Status	Page 29-30
Stipendium Hungaricum Scholarship obligations	Page 31

OPENING HOURS

MONDAY	8.45 - 11.45
TUESDAY	CLOSED
WEDNESDAY	8.45 - 11.45 13.15 - 14.30
THURSDAY	CLOSED
FRIDAY	8.45 - 11.45

NOTE: in-person administration is only available during the opening hours of Study Coordinator.

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

WHO CAN HELP ME?

SCHOLARSHIP PAYMENTS,
RESIDENCE ISSUES,
ACCOMMODATION

INTERNATIONAL EDUCATION
OFFICE 1043 BUDAPEST, BÉCSI
ÚT 122. (MEDIWORKS)

STUDY ISSUES,
STUDENT DOCUMENTATION

ÁGOTA CSERI
CSERI.AGOTA@KGK.UNI-OBUDA.HU

HELP WITH OFFICIALS,
TRANSLATION,
GUIDANCE IN BUDAPEST

YOUR STUDENT MENTOR
("BUDDY") DELEGATED BY
INTERNATIONAL EDUCATION
OFFICE

Help!

WHAT IS „NEPTUN“ FOR?

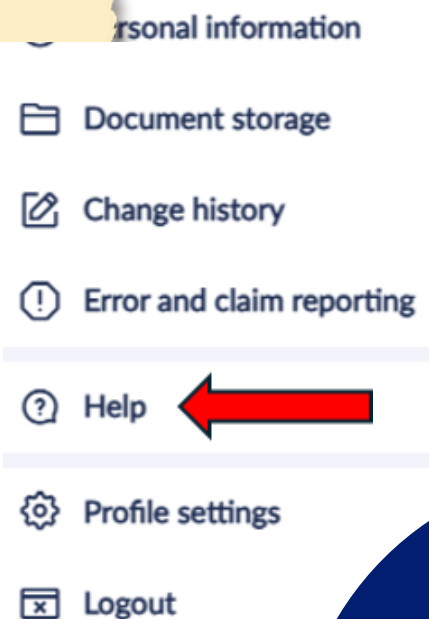
- to record your studies,
- to store data of registered subjects and exam results
- to assist in educational administration
- correspondence surface with Professors

HOW TO ACCESS TO YOUR NEPTUN?

- your welcome email sent by Student Coordinator contains your login information
- Login name: your Neptun code
- Password: NeYYYYMMDD (Ne characters + your birthdate)
- Change password after your first login!

HOW TO USE NEPTUN?

- Use „Help“ function (available by clicking on your name in the top right corner)
- Note: student's Neptun surface is different than the one used by your Study Coordinator. Therefore prompt assistance regarding where to find what are not automatic





QUICK TIPS:

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

ACCESS TO NEPTUN:

<http://neptun.uni-obuda.hu/ujhallgato/login>



Obuda University

EN

Student login

Login name

Password

Login

[Forgotten password](#)

News

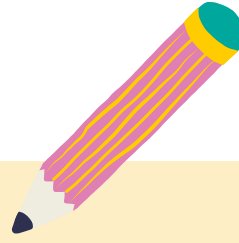
Downloadable documents

Useful links



ENROLLMENT

REGISTRATION WEEK



- First week of Study Term in each semester
- Finalizing your registration for courses

ACADEMIC YEAR



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



REGISTRATION FOR COURSES



In the first semester, your courses will be registered by your Study Coordinator, so you have nothing else to do.



NOTE: Students requesting credit transfer for mandatory subjects must do their own subject registration in Neptun within given deadline.



Registration for courses in Neptun are done by students starting their 2nd semester.

TERM OF REGISTRATION



Pre-course registration term

Mandatory! Short term starting around the end of Exam's Period. (Students must register to their mandatory courses during this term!)



Finalizing course registration

Available only on Registration Week and only from Monday—Thursday. (Registration is only available for subjects with free spots!)

QUESTIONS & ANSWERS



How can I register to courses?



You should be familiar with the layout of your Neptun, and be able to use the relevant menu point.

Course registration should be always done by your relevant Curriculum (Excel file, available on the Faculty's website). Do not rely solely on the subject listing of Neptun. Your subject registration and study progress should be rely on your relevant Curriculum (available on the Faculty's website).



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 be an „Active“ student with 0 registered credits. You'll be also reported to Immigration Office and your residence permit will be revoked (since you do no meet the requirement for student residence permit).



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



You can request additional subject registration by submitting the relevant e-request in Neptun.

Additional subject 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 additional registration:

- has deadline (available along with the e-request);
- service fee required (5.000,-HUF/subject).
- (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 overlaps in class schedule.



How can I register to 'Optional Courses'?



Any subjects that's not part of your mandatory curriculum, are considered as optional subject.

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 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
- 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.

Preparation of card: approx. 45 days. (Until it's ready, you'll receive a „temporary student card” that's valid for 60 days).

How to get your student card



STICKER



Student card **should be verified in each semester** with a sticker for students with „Active“ status.



Autumn Semester: 31 March
Spring Semester: 31 October



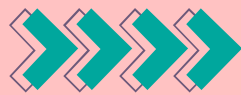
QUICK TIPS:

- 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



VARIED SCHEDULE



Even and Odd weeks
(for lecture and practice)



LOCATION OF CLASSES



Doberdó st., Bécsi st. - Buda
Tavaszmező st. - Pest

BUILDING CODE OF FACULTIES IN NEPTUN

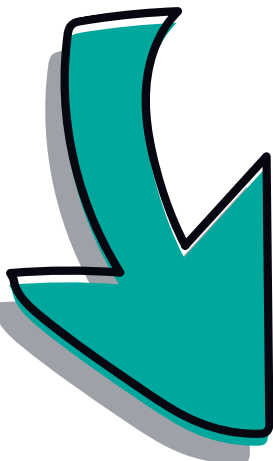
BUILDING CODE	LOCATION	
BA	Neumann Faculty (modern building in front of Rejtő Faculty)	Óbuda
D	Doberdó út (Rejtő Faculty)	Óbuda
N	Népszínház street	Pest
TA	Tavaszmező st., Building „A” main building	Pest
TB	Tavaszmező st. Building „B”	Pest
TC	Tavaszmező st. Building „C” (brick building in the yard)	Pest
TG	Tavaszmező st. Building „G” (new building of Keleti Faculty)	Pest

CODES OF CLASSROOMS IN NEPTUN

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



Classroom number refers to **floor number**
(e.g. 1, 2, 3)
and **number of classroom**
(e.g. 203, 204, 210)



E.g. **TG.203** means:



Tavaszmező st.
G. Building,
2nd floor
room 203.

Rules of Classes

Course dates and hours are given
and non-negotiable

(unless your Teacher suggests otherwise)

How can I register to courses?

1



Participate on classes:

MANDATORY

2



Being late for classes:

NOT ACCEPTABLE

3



Using mobile phone,
tablet during classes:

NOT ACCEPTABLE

QUESTIONS & ANSWERS



What happens if I miss some classes?



If you miss more than 3 classes, your professor has the right to deny you to complete the subject 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 professor and discuss supplementing missing courses. Without doctor's certificate, or presenting it belated, the professor has the right not to accept your excuse of missing classes due to illness.



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

END SEMESTER EVALUATIONS

Mid-term grade with mark "é" or "m"

- in case of both theoretical and practical courses
- grade directly received
- between 1-5 mark, 1 = failed, 5=excellent

Exam grade with mark "v" or "e"

- in case of both theoretical and practical courses
- first the "signature of professor" must be earned
- exam can be taken after "signature of professor" received

Acceptance

- Some subjects might only graded by the "signature of professor" (e.g. "Patronize" subject)
- Earning "signature of professor" is considered as the completion of subject

FULFILMENT OF COURSES

SUBJECTS WITH MID-TERM GRADE



Mark is directly recorded by professor in Neptun (grading scale 1-5, where 1=fail). Failed mark can be made up by „signature supplement exam” (exam is service fee required and can only be taken only once in the first 10 days of given Exam’s Term)

SUBJECTS WITH EXAM



The basic requirement of exam registration is the course leading professor’s signature. (In Neptun marked as “signature of professor”.)



- **Grading system:** 1-5 scale, where 1 means “fail”, and 5 “excellent”.
- Exams usually take place in ‘**Exam Term.**’ Dates of Exams are determined by your professor. 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 („Exam” subjects only)
 - 1st retake exam is free.
 - From the 2nd exam you have to pay retake exam fee.
- If you fail re-take exam twice in given Exam’s Term:
 - 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 MSc 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 FOR SH, DFP STUDENTS

The Scholarship Holder is required to fulfil the **study and examination requirements** by earning **at least 18 credits** (i.e. a total of 36 credits) on the average **of the last two semesters** in which the student status is active.

The obligation to fulfil the minimum credit requirement also applies to those students who change their study programme or institution.



WHAT DOES IT MEAN?

If you do not earn min. 36 credits during the last two active semesters, you lose your Scholarship. You can continue your studies as a self-financing student.

SERVICE FEES



Name of Fee	Fee	Written out in Neptun by
Expletive measurement, late homework	2.000,- HUF/occurence	Student
Signature of teacher/Midterm mark supplement exam	4.000,- HUF/course	Student
Retake exam (after you fail 2nd 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 subject	Study Coordinator
Additional subject registration* (subject to deadline)	5.000,- HUF/subject	Study Coordinator
Additional delete from course* (subject to deadline)	5.000,- HUF/subject	Automatically written out by the submit of relevant e-request
Belated data service (incl. belated registration)	4.000,- HUF/occurrence	Study Coordinator

PAYING IN NEPTUN

All service fee and tuition fee payments are managed through Neptun system (+ SimplePay) only. No other payment method is possible!

How to pay in Neptun?

Any „Active” financial item written out either by student, or by Study Coordinator can be paid in Neptun by using SimplePay.

<https://neptun.uni-obuda.hu/system/files/SimplePayhallgatoknak-en-v1.pdf>

How to write out signature supplement exam fee in Neptun?

- **Finances – Overview – Transcribe item – New item**
 - **Title of payment:** Service fee
 - **Term:** select current
 - **Service type:** Signature supplement
 - **Subject:** select relevant subject

- **Create**

Must be paid in Neptun via SimplePay

How to write out retake exam fee in Neptun?

- **Finances – Overview – Transcribe item – New item**
 - **Title of payment:** Exam fee
- Fill out relevant fields by scroll down (term, subject)
- **Create**

Must be paid in Neptun via SimplePay

PAYING IN NEPTUN



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
- 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 without fulfilling required payment

SELF FINANCING 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.



Tuition fee **will be transcribed in Neptun** from your 2nd semester.



Fee **must be fulfilled in Neptun via SimplePay:**

- using bankcard, credit card – Visa/MasterCard/Eurocard are eligible. (Any currency bankcard, credit card).
- card should be eligible for online payment and its payment limit must be set correctly.



Paying with SimplePay:

<https://neptun.uni-obuda.hu/system/files/SimplePay-hallgatoknak-ujweb-en-v1.pdf>

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 („Passive” semester)

- You have the opportunity of interrupt your studies – only acceptable by **submitting the relevant e-request in the Neptun**. (E-request has a deadline!)
- The duration of the interruption of you status **shall not be longer than two semesters**.
- You can ask it **max. 4 times** during your studies.
- 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 can only be processed and granted if the service fee is paid in Neptun by student.
- E-request payment fulfilled after request due date, the e-request will be automatically rejected
- **Important!** Please report to International Office, Tempus may have further regulations for this case.

INTERRUPTION OF STUDIES -PASSIVE SEMESTER



When can I ask for it?



Request has a deadline (available beside the e-request in Neptun). 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?



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 semester are sent out via Neptun message during the Exam’s Term of previous semester.

TERMINATION OF STUDIES / SCHOLARSHIP STATUS

The student status can be terminated:



at the initiative of the student,



upon completion of studies,



at the initiative of the University.

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

- if the student **continues his/her studies in a different institution**,
- if the **student asks for the termination** of his/her legal student status (relevant e-request submitted in Neptun),
- **successful completion of the final state examination**,
- if the student status is terminated by the rector - due to arrears – after unsuccessful appeals and taking to consideration the student's social situation,
- **exclusion disciplinary** (when the decision becomes final),
- 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.

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

- **fails to register for an active semester after a two-semester continuous interruption of the student status**, or is forced to take a passive semester due to the provisions of this regulation, and fails to obtain the necessary dean's permission;
- fails to obtain 55 credits after 4 active semesters following enrollment;
 - **Note:** Transferred credits do not count in 55 credits!
- **fails to pass the same subject for the sixth time;**
- the **total number of failed and repeat** (retake) **exams** of the same subject with identical exam requirements **reaches 5** (meaning there are 6 opportunities to take an exam for a subject)
 - **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.**
- **received a total of six failing grades in the same course with a requirement for midterm grades** (i.e. a max. of five failing midterm grades can be obtained from one subject)
- **has outstanding financial obligations** (e.g. tuition fee, exam fee, service fee).

STIPENDIUM HUNGARICUM SCHOLARSHIP'S OBLIGATIONS



Stipendium Hungaricum Programme Operational Regulations:

https://stipendiumhungaricum.hu/documents/stipendium_hungaricum/OR/SH_OR.pdf

SOME KEY OBLIGATIONS:

- Attend the **Hungarian as a foreign language and culture course** in the first year of their studies in the SH Programme.
- Required to **stay habitually in Hungary** during the training period (until the end of given semester's exam term – determined by University).
 - For details of stay abroad regulation see SH Operational Regulations
- Earning **at least 18 credits on the average** of the last two (continuous) semesters in which the student is not suspended (i.e. a total of 36 credits) (minimum credit requirement).
 - Not meeting the criteria will result the termination of the scholarship status and Tempus will be notified without delay

NOTE: Ignorance of the rules excuses no one.

WE WISH YOU
EVERY SUCCESS
with your studies!

