Eötvös Loránd University

Orientation Day

14th September 2007

www.elte.hu
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University Library of Eötvös Loránd University
ELTE map no: 6
6 Ferenciek tere
Budapest
H-1053
Phone: +36-1-4116777
Fax: +36-1-4116737
Web: http://www.library.elte.hu/
Blog: http://egyetemi.klog.hu/
Opening hours:
Monday-Friday, from 10 am – 6 pm.

Description
The aim of the University Library is to provide as much and as diverse information as possible on specific problems. It does not intend to cover a certain discipline exhaustively. The main fields of interest are philosophy, church history, medieval and classical studies, history, literary studies and social sciences. Of these fields the institution possesses a remarkable collection, unique in Hungary, containing source- and historical material as well as modern scholarly literature. The holding of the library consists of more than 1 500 000 volumes in every European language along with the second biggest collection of international scholarly journals in the country.

The most valuable and important part of the holding is the library’s rich collection of manuscripts, old prints and engravings housed in the main building, which makes the institution one of the most important centres of research in several fields of historical and theological studies all over Europe.

Library catalogues
All periodical titles and all new monograph titles are catalogued by computer, using the Horizon library system, and the library catalogue is part and head of the University Network Catalogue. This catalogue is accessible on terminals in the Reading Rooms and on each floor of the Library, and also through the web. Some terminals in the Reading Room also enable readers to consult the catalogues of other libraries. A great percentage of our book holdings is now in a computer database; retrospective conversion of the remainder is under way. Most of our records are also part of the national catalogue database (MOKKA).

Card-index author/title and classified catalogues of accessions up to 1994 are located in a room near the Reading Room, a card-index subject cross-reference catalogue is located in the basement. Catalogues of special collections of the library (as manuscripts, incunabula, old prints etc) are available in separate publications prepared by the most eminent scholars of the field.

Services:
Membership is free for every student of Eötvös Loránd University, and it gives borrowing privileges to everyone holding a valid reader’s card. Every book – not older than 75 years and not protected because of its special value or physical condition – can be borrowed. One reader can have 5 documents and the regular loan period is 3 weeks, which can be extended three times for two weeks.
Other facilities

A microfilm reader (Reading Room)

Printers (Information Hall)

Self-service photocopiers (Periodical Reading Rooms)

Some computers are available to consult the Library's collection of CDROMs in the Reading Rooms.

The collection of relevant scholarly databases on discs is regularly updated.
Table of Contents

• Mentor system
• Useful information about the city
• Sports facilities
• Programmes organized by the Students’ Union

1 Mentor system
• Is based on the principle of ‘students helping students’
• Is built up of volunteer Hungarian students
• Exists at every faculty (8)
• Organizes trips, cultural events, parties etc.
• Helps exchange students before and during the exchange

2 Useful information

Housing
– The most popular option is renting and sharing a flat with other foreign students.
– The other option is to move to a dormitory
– The 3 main dormitories, where you will get a place, if you apply for one:

Dormitories
• Kőrösi Csoma Sándor Dormitory (Dayka Gábor út)
• Dormitory in Nándorfejérvári út
• Dormitory in Ajtósi Dürer Sor
• APPLICATION
  • If you want to apply for a place in one of the dormitories, please contact Prof. Tibor Seifert, the director-general of the dormitories. The simplest way to do so is to send an e-mail to the address seifert@adk.elte.hu.

Internet
– Every faculty has an Internet room, which students can use free of charge
– Internet cafés around the city
– Internet at the libraries
– Hot Spots around the city (www.hotspotter.hu)
The University also has many hotspots around its buildings (at some places registration is needed – e.g. Faculty of Law)

**Telephone**

- Cell phone companies: T-mobile, Vodafone, Pannon
- International phone cards: Easyphone, BlaBla, Touristfone, Neophone
- Skype…

**Transportation**

- BKV- Budapesti Közlekedési Vállalat – runs the metro, tram, bus, trolley system
- Monthly pass – use your student ID – is valid on every means of transportation in the Budapest area (airport included)
- Bicycle – rent at Szimpla cafe- but be VERY careful (both thieves and the drivers can be dangerous). You can buy one as well, a second-hand bike is not too expensive
- Extensive night service (maps available at the ticket offices of the main metro stations)

**3 Sports**

- ELTE has a wide range of sport courses for students
- To see the options go to [www.sport.elte.hu](http://www.sport.elte.hu) but be aware of that the website is in Hungarian
- Mentor’s help
- Choose a course and go to the training, talk to the teacher and join!

**4 Programmes**

- Europe club:
  - Regular event organized by YOU – with our help –
  - Exchange students get the chance to present their culture in a more informal way
  - Is a very fun and creative event held every 2nd 3rd week during the semester
  - If you want to organize such an event, please e-mail: baloghjucc@gmail.com

**Trips and events of the semester:**

- Information day for foreign students: 14th September, 2007
- Entry camp 15-16th September, 2007
- Budapest Hunting: 21st September, 2007
- Visiting Szentendre and Visegrád: 29-30th September, 2007
- Excursion to Kassa and Tokaj: 12-14th October, 2007
- Excursion to the magical land of Transylvania: 1-4th November, 2007

**Contact**

Imre Kata: kata.imre@gmail.com
Balogh Judit: baloghjucc@gmail.com

Students’ Union
Vice president for International Relations
Ugrósdy Márton: ehokkulugy@hok.elte.hu
web: kulugy.ehok.elte.hu
www.esn.org
Courses offered for students from the other programmes:

The ‘World-Language’
SRTIKER, Sándor
Contact: striker.sandor@ppk.elte.hu
The course is open to students from every faculties.
Max. 12 students.

Cyberspace Pedagogy
MÉSZÁROS, György
Contact: gyuri7420@gmail.com
The course is open to students from other teacher trainings (Faculty of Humanities and Faculty of Science) and from sociology, Antropology, Social Policy programmes (Faculty of Social Sciences).
Max. 15 students.

Gymnastics 1.
NEMERE, János; HUSZÁR Ágnes
Contact: BŐSZE, Júlia: bosze.juli@mail.datanet.hu
The course is open to students from every faculties.
Max. 51 students.

Swimming 1.
PINTÉR, Ildikó
Contact: BŐSZE, Júlia: bosze.juli@mail.datanet.hu
The course is open to students from every faculties.
Max. 20 students.

Contacts

Vice dean for External Relations and Academic Affairs:
KOVÁCS, Mónika, PhD
Erasmus departmental coordinator - Psychology and Education
E-mail: kovacs.monika@ppk.elte.hu
Tel: +36 1 461 4500/3463
Address: H-1075 Budapest, Kazinczy u. 23-27. Room 103
Office hours: by appointment
Erasmus departmental coordinator - Physical Education:
BAŁOGH, László
   E-mail: lasbalogh@yahoo.com
   Tel: +36 1 209 0619
   Address: H-1117 Budapest, Bogdánffy Ödön u. 10.

   Office hours: Wed 11:00-12:00; Thu 11:00-12:00

International coordinator:
GAÁL, Nóra
   E-mail: erasmus@ppk.elte.hu
   Address: H-1075 Budapest, Kazinczy u. 23-27. Room 103
   Tel: +36 1 461 4592

   Office hours: Mon 13:00-16:00; Wed 9:00-12:00; Thu 13:30-16:00

English Language University Programmes in Psychology (ELUP)
Coordinator:
KATONA Nóra, PhD
   E-mail: elup@ppk.elte.hu
   Address: H- 1064 Budapest, Izabella u. 46. Room 307
   Tel: +36 1 461 2600/ 5668

   Office hours: Mon 8:30-10:00; Tue 10:00-12:00; Wed 12:00-14:00; Thu 14:00-15:00

Administrative coordinator:
LÓRINCZ, Orsolya
   E-mail: elup@ppk.elte.hu
   Address: H- 1064 Budapest, Izabella u. 46. Room 307
   Tel: +36 1 461 2600/ 5664

   Office hours: Tue 11.30-14.30; Wed 11.30-13.30; Thu 10:00-11:30

Students’ affairs:
TÁRCZY, Szilvia
   E-mail: tarczy@ludens.elte.hu
   Address: H-1075 Budapest, Kazinczy u. 23-27. Room 110
   Tel: +36 1 461 4558

   Office hours: Mon-Thu 8:30-12 and 13:00-15:30; Fri 8:30-12:00
Elementary and Nursery School Teachers’ Training
ELTE map no:14
1126 Budapest
Kiss János altábornagy u. 40
487-81-96
www.tofk.elte.hu

Contact

Erasmus coordinator
Andrea Seres
seresa@mars.tofk.elte.hu

Kiss János altábornagy utca 40. H-1126
ground floor, room 3
4878-100 ext. 6911

Office hours:
Monday to Thursday: 9 - 15
The institutes/departments of the Faculty of Humanities involved in the Erasmus programme are:

School of English and American Studies  
Areas of study: English Literature, Culture and History, Linguistics, Methodology of English language teaching  
American Culture, Literature and History

School of German Studies (Institute of Germanic Studies)  
Areas of study: German Literature, Culture and History, Linguistics, Methodology of German language teaching, German-Hungarian cultural relations, the German ethnic minority in Hungary

Institute of Archaeology, areas of study: ancient archaeology, Pre- and Proto-history, medieval and early modern Hungarian archaeology

Institute of Art Theory and Media Research, areas of study: communication, aesthetics, media studies

Institute of Romance language (French, Italian, Portuguese, Romanian, Spanish)  
Areas of study: Literature, Linguistics (history of the language, contemporary linguistics), Cultural history, Methodology of language teaching.

Institute of Philosophy, area of studies: logic, ancient and medieval philosophy, general philosophy, modern and contemporary philosophy.

School (Institute) of Hungarian Literature, areas of study: old Hungarian literature, comparative literature

School (Institute) of Hungarian Language and Finno-Ugric Studies  
Areas of study: Finno-Ugric studies, modern Hungarian linguistics, Hungarian as a foreign language

Institute of Art History, area of study: art history

Institute of Classical Studies, area of study: Indo-European linguistics, ancient Greek and modern Greek studies

Foreign Language Training Centre, area of study: language training (language courses)

Department of Theoretical Linguistics, area of study: theoretical linguistics
Important note:
All modern foreign language majors are taught in the foreign language represented by the respective foreign language department (e.g. the language of all the courses offered to American or English majors is English, the classes for German Language and Literature majors are all taught in German, etc.).

Contacts

Deputy Dean and Vice-Dean of Foreign Affairs:  
Dr Imre Hamar  
Phone: 485-5200/5233

Erasmus, Ceepus, exchange programmes, students studying at ELTE with HSB support

Sándor Balaci  
Erasmus faculty coordinator

Eötvös Loránd University, Faculty of Humanities  
International Secretariat  
H-1088, Budapest, Múzeum körút 4/A, Room 25  
Phone/Fax: +36-1-485-5249  
e-mail: balaci@ludens.elte.hu

Full-time BA and MA foreign students

József Bíró  
Foreign Students’ Manager

Eötvös Loránd University  
1088 Budapest  
Múzeum krt. 4/A ground floor, room 25  
Hungary  
Phone: +36 1-411 6700 / 5485 extension  
Fax: +36 1-485 5229  
e-mail: arts@ludens.elte.hu
Courses in English
by guest professors in the autumn semester 2007/2008

Mathematical Modelling and Simulation of Biological Systems
  Prof. Tibor Kmet – Selye Janos University
  Period: 17-21/09/2007

Linux Device Drivers
  Prof. Wolfgang Koch – German Defence Establishment
  Period: 1-7/10/2007

Practical Design and Analysis of Concurrent Systems in Process
  Prof. Yaroslav S. Usenko – University of Eidhoven
  Period: 1-7/10/2007

Mechanical Program Verification
  Prof. Jürgen Winkler – University Jena
  Period: 8-12/10/2007

Information about courses in Cartography

Prof. László Zentai habil.
Head of Department of Cartography and Geoinformatics
1117 Budapest, Pázmány Péter sétány 1/A
7th floor, room 7.83/A
Phone: 372-2975
E-mail: laszlo.zentai@elte.hu

Main fields of studies

- Computer Science
- Cartography

Departments

- Department of Algorithms and their Applications,
- Department of Cartography and Geoinformatics,
- Department of Computer Algebra,
- Department of Information Science,
- Department of Information Systems,
- Department of Media- and Education Informatics,
- Department of Numerical Analysis,
Contact

Information for Erasmus students:
Bálint Fügi
Administrator of PhD school, Erasmus coordinator
Department of Academic and International Relations
1117 Budapest, Pázmány Péter sétány 1/C
2nd floor, room 2.409
Phone: 381-2139
Fax: 381-2140, E-mail: ik_tnkcs@inf.elte.hu
Monday-Friday: 10:30-12:30
website: http://plc.inf.elte.hu/erasmus/

Information for CEEPUS students:
Ms Balázs Krisztina JD
International management and project assistant
1117 Budapest, Pázmány Péter sétány 1/C
2nd floor, room 2.619
Tel: 209-0555/1937 ext., Fax: 381-2185,
E-mail: assistant@aszt.inf.elte.hu
website: http://aszt.inf.elte.hu/~ceepush81

Information for Non-exchange students:
Assoc.Prof. Gergő Lajos
Vice dean for education
1117 Budapest, Pázmány Péter sétány 1/C
2nd floor, room 2.419
E-mail: gergo@cs.elte.hu
Monday: 13:00-14:00
Thursday: 16:00-17:00
website: http://www.inf.elte.hu/en/education_for_foreign

Library
1117 Budapest, Pázmány Péter sétány 1/C
Room 1.806
E-mail: rtkinflib@ludens.elte.hu

Students Union
1117 Budapest, Pázmány Péter sétány 1/A, room: -1.66.
Phone: 2090555/6134
website: http://kulugy.ehok.elte.hu/foreign/
for foreign students 2007/2008 first semester

**Beginning:** 17 September 2007

**Application:** at the Erasmus Office; the ETR system is not yet introduced for foreign students.

### Courses in English

<table>
<thead>
<tr>
<th>Course</th>
<th>ECTS credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>History and Institutes of Roman Law</td>
<td>4</td>
</tr>
<tr>
<td>European Environmental Law</td>
<td>4</td>
</tr>
<tr>
<td>International and European Tax Law</td>
<td>4</td>
</tr>
<tr>
<td>International and European Tax Law</td>
<td>4</td>
</tr>
<tr>
<td>Criminal Law in Europe</td>
<td>4</td>
</tr>
<tr>
<td>Foundations of European Community Law</td>
<td>4</td>
</tr>
<tr>
<td>European Economic Integration under the Aspect of Hungary’s EU-membership</td>
<td>4</td>
</tr>
</tbody>
</table>

### Courses in German

<table>
<thead>
<tr>
<th>Course</th>
<th>ECTS credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institutionen des ungarischen Zivilprozeßrechts</td>
<td>4</td>
</tr>
<tr>
<td>Europäische Wirtschaftsintegration unter dem Aspekt der EU-Mitgliedschaft Ungarns</td>
<td>4</td>
</tr>
<tr>
<td>Bekämpfung der Geldwäscherei in Europa</td>
<td>4</td>
</tr>
<tr>
<td>Grundlagen des Europarechts 1 – Das Recht der europäischen Organe</td>
<td>4</td>
</tr>
<tr>
<td>Grundlagen des Europarechts 1 – Die Organe der EG/EU</td>
<td>4</td>
</tr>
<tr>
<td>Internationales Wirtschaftsrecht – Das Recht der Internationalen Organisationen</td>
<td>2</td>
</tr>
<tr>
<td>Das deutsche Staatsorganisationsrecht</td>
<td>4</td>
</tr>
<tr>
<td>Das System der deutschen Grundrechte</td>
<td>4</td>
</tr>
</tbody>
</table>

For law students: seminar work
Contact

**Erasmus coordinator:**
Andrea Robotka

Address of the Erasmus Office in building B:

Kecskeméti u. 10-12., 4th floor, room 424
Tel.: 483-8019, Fax: 483-8018
E-mail: erasmus@ajk.elte.hu

**Opening hours:**
- Monday  9.30-11.30
- Wednesday 13.00-15.00
- Friday  9.30-11.30

Application and accommodation for law students.

Study-related matters: registration, courses, certificates, both for law students and other students of ELTE.

**In building B: International Relations Office (Erasmus), seminar rooms.**
Main building (building A): Egyetem tér 1-3.
Dean's Office, departments, auditoria and seminar rooms, library, PC laboratory, canteen.
Vice-dean for Academic Affairs

Homonnay, Zoltán
homonnay@ludens.elte.hu

H-1117 Budapest
Pázmány P. S 1/A Room#1.86
3722596 or 2090555/ ext.6196
Office hours: by appointment

Coordinator of the English Language University Programmes in Biology

Kovács, Attila
alkova@cerberus.elte.hu

H-1117 Budapest
Pázmány P. S 1/A
+36 1 2090555/ ext. 8644
Office hours: by appointment

Coordinator of the English Language University Programmes in Chemistry

Salma, Imre
salma@chem.elte.hu

H-1117 Budapest
Pázmány P. S 1/A
+36 1 2090555/ ext. 1540, 1905
Office hours: by appointment

Coordinator of the English Language University Programmes in Mathematics

Illés, Tibor
illes@math.elte.hu

H-1117 Budapest
Pázmány P. S 1/A
+36 1 2090 555/8581
Office hours: by appointment
Coordinator of the English Language University Programmes in Environmental and Earth Sciences

Weiszburg, Tamás
weiszburg@ludens.elte.hu
H-1117 Budapest
Pázmány P. S 1/A
+36 1 2090555/ ext.8105, 8325
Office hours: by appointment

Coordinator of the English Language University Programmes in Physics

Sasvári, László
sasvari@complex.elte.hu
H-1117 Budapest
Pázmány P. S 1/A
+36 30-4029043 or 2090555/ ext. 6501
Office hours: by appointment

Administrative staff in the Vice-Dean’s Office

Konczné-Remmler, Tímea
krtimea@ludens.elte.hu
H-1117 Budapest
Pázmány P. S 1/A Room#1.84
+36 1 3722584 or 2090555/ ext. 6184
Office hours: Mondays: 10-12
Tuesdays and Thursdays: 13:30-15:30
BA, MA and PhD programmes
Postgraduate special programmes

- Social Sciences
- Sociology
- Social Policy
- Social Work
- European and International Studies
- Political Science
- Cultural Anthropology

Courses

Undergraduate courses
Introduction to Social Theory I.
History of Culture and Ideas
Introduction to Social Theory / Academic English writing
Social History I.
An Introduction into Elementary Logic
Philosophy
Social policy I.
An Introduction to Psychology
Basic Economics
Inter-ethnic Relations
Cultural Anthropology
Migration, Mobility of Labour
Social Statistics
Contemporary Hungarian Political System
Introduction to Political Science
Introduction to Political Science
Information Society and Publicity
Data collection
Data classification and Analysis 1.

Postgraduate courses
Social Psychology of Inter-Group Relations
The Carpathian Project: Inter-Ethnic Relations in the Carpathian Basin
Theories of Nationalism and Ethnicity
Contemporary Political Thinking
Women Studies
Theories of Antisemitism
Introduction to American Politics
Public Issues of American Politics
Courses in German
Kapitalismus-Theorien
Die deutsche Lexik der Politik und Politikwissenschaft

HUNGARIAN LANGUAGE COURSES ARE AVAILABLE (AT THE FACULTY OF HUMANITIES)

International relations
Dr. Maria Heller
director
Room 7.95
hellermari@ludens.elte.hu

International Officer
Julia Györke

Office hours: 10-11.30, every weekday
ERASMUS STUDENTS, guest students
Room: 7.96
Tel.: 209-0555/6779
E-mail: gyorkejuli@ludens.elte.hu

Programme coordinator
Hedvig Turai

Office hours: Tuesday 13.00-14.00
BA students
Room: 2.66
Tel. 209-0555/6863
E-mail: turay@ludens.elte.hu

Useful links
http://www.tatk.elte.hu/
http://www.elte.hu/
http://hok.tatk.elte.hu/
http://is.itk.hu/mbs/
http://www.elte.hu/erasmus/
http://kistaska.tatk.elte.hu/online/
http://www.atelier-centre.eu/index_hu.html
https://etr.elte.hu/etrweb/login.asp
http://felveteli.elte.hu/go/home/
http://www.bbi.hu/
http://www.campushungary.hu/
Programmes for exchange students

BA, MA and further training programmes in Special Education and Disability Studies

Training programme for exchange students:
Duration: 1 semester (always in autumn)

Structure of the training programme for exchange students:
- Introduction course: 3 weeks in September
- Courses corresponding to the regular curriculum (1st October – 15th December)
  
  Choice: 8 courses in German    12 courses in English

Courses for students of other faculties

Courses in English – fall term 2007/2008

Course title

Introduction to Rehabilitation Medicine.
Theory combined with observations on assessment and therapeutic methods in rehabilitation medicine

Basic Issues in Movement Development and Motor Functions, Assistive Technology for Persons with Physical Disabilities

Integrated Dance and Movement Therapy

Education of Persons with Learning Difficulties

Fluency Disorders

Courses in German – fall term 2007/2008

Course title

Anthropologische u. ethische Fragestellungen der Heilpädagogik

Geschichte der ungarischen Heilpädagogik im internationalen Vergleich

Pädagogik bei geistiger Behinderungen – Versorgungssystem (speziell Berufsleben) und gesetzliche Regelung in Ungarn
Further information, contacts and Registration

Registration deadline: 24th September 2007

Contact person: Márta KEDL
Erasmus coordinator of the Bárczi Gusztáv Faculty of Special Education
Office address: Budapest IX. Ecseri út 3. Room Nr. A/210

Office hours:
Monday: 10.00-12.30
Wednesday: 12.30 – 15.00
Thursday: 11.00 -13.00

Telephone: 358 5503
Email: nemzetkozi@barczi.elte.hu  kedl@barczi.elte.hu
Residence in Hungary for students

www.bmbah.hu

If you are an EU citizen, and you arrive to study in Hungary, within 93 days after arrival you have to register yourself, because after 93 days you reside in Hungary illegally.

If you're not an EU citizen, and you have a student visa, you have to register your residence in 3 days after arrival. At least 30 days before the expiry date of your visa, you have to visit the Immigration Office to extend your residence, and obtain a new residence permit.

The registration and extension of the residence permits take place at the Immigration Office (in Hungarian – Bevándorlási és Állampolgársági Hivatal) 1117 Budapest, Budafoki út 60. or 1107 Budapest, Harmat utca 131.

Office hours:

Monday: 8.30 – 13.00
Tuesday: 13.00 – 18.00
Wednesday: 8.30 – 12.00 only for students
Thursday: 8.30 – 13.00
Friday: 8.30 – 12.00

The necessary documents for the registration (EU citizens)

- Standard form (you can download it from this site: www.bevandorlas.hu)
- Fee stamps HUF 1.000 (in Hungarian – illetékbélyeg)
- Your original passport or ID card and a copy of it
- Declaration about the date of your last entry to Hungary
- The certificate of your University about your studies
- Your student card
- Bank account statement
- European Health Care Card or Attestation of private health care which is valid in Hungary
- Residence documents in original and a copy (lease contract or property page, if the real estate is your property, etc.)

If you have all the above documents, and they are correct, you will get your residence card (in Hungarian – regisztrációs igazolás) immediately in the Immigration Office. This residence card is valid until you are a student in Hungary, so you don’t have to visit the Immigration office every year to renew your card, only if you lose it. After registering your residence, you will get an address card from a central office by post. So please make sure that you give your valid postal address, and do not forget to check your post.

If you change the purpose of your residence (for example: you have finished your studies, and you stay in Hungary for the purpose of work or gainful activity), you have to visit the Immigration Office in order to change your residence card.

For further information please visit the site www.bevandorlas.hu
Renewing the residence permit for non EU citizens

At least 30 days before the expiry date of your visa, you have to visit the Immigration Office to extend your residence, and get a new residence permit. Please note that it is essential that you extend your visa or your residence permit before the expiry date, because if it expires, you have to leave Hungary and apply for a new visa from abroad!

The necessary documents for a residence permit

- Standard form (you can download it from this site: www.bevandorlas.hu)
- Fee stamps (in Hungarian – illetékbélyeg) HUF 7,000 – new residence permit, HUF 6,000 to renew the residence permit
- 1 Photo
- Original passport and valid visa or residence permit and a copy of it
- The certificate of your University about your studies
- Your student card
- Bank account statement or a certificate of scholarship or fellowship
- Attestation of health care which is valid in Hungary
- Residence documents in original and a copy (lease contract and property page, if the real estate is your property, only the property page)
- registration form for the residence with the signature of the owner
Egységes Tanulmányi Rendszer (ETR)  
Unified Administrative System  
www.etr.elte.hu

What is ETR?
A few years ago the higher educational institutions used paper based administration. The ETR is used since 2002. ETR helps university administration from the application of a student till graduation. This way during all this period the student and the university can track all the necessary steps, registration, enrollment to courses and much more.

ETR is used for:
Enrollment  
Registration  
Setting status of the student  
Issue of certificates  
Checking your marks, results  
Exams, degrees, issue of documents  
And much more.

The ETR can be used individually by the student in the following cases:
- Registration
- Booking a course
- Applying to an exam
- Money information
- And also communication

How to use the ETR?
N. B. NOT every exchange student is registered in the ETR. (It depends on the faculty and the given exchange programme)

If you are an International Student and your administration goes through the ETR:
On enrollment you will get a 11 digit code. Go to the Quaestura Office for your password, if you haven’t got it yet.
Then go to www.etr.elte.hu and if you enter your EHA (11 digit code ending with .ELTE) and your password, you can enter the system.
Changing the language

There are two ways of changing the language.

Either:

By entering the site right under the boxes where you write your EHA code and your password, instead of Magyar (Hungarian) choose English or German.

Or

EtrM – Felhasználói beállítások – (bottom of the page) choose English or German than click OK

Change your password

My ETR (top menu) – Change password (main menu) – than give your old password to the first box, give your new password in the second box, and confirm your new password by giving it in the third box. Now click OK to save your new password.

Give your e-mail:

To be informed regularly and be up to date, give your e-mail address at:
/My ETR(top menu) – Addresses /(main menu) – give your e-mail address and click ok

Some useful menu points

etrM

Financial – in- and out-flowing money
Student card - track if your student card is ready

If in the field of Állandó Igazolványok – Diákigazolvány érkeztetése – message can be seen, you can go to collect your student ID at Quaestura Office.

Information

Notices - notices from the university – in Hungarian
Forum - you can check the forum list, make your own forum or comment on the forum topic
e-mail search – Browse the university database (students and lecturers) of e-mails. If you set your e-mail as public it will be reflected here as well.
Send Email – send an e-mail from here by giving your EHA code. (Not e-mail address!!!)
Course Mail – you can make questions, ask your course mates (it is a kind of mailing list but NOT for personal messages)
Course Q&A – you can ask questions or check if somebody has already got an answer to the same question
InfoSheet
Kurzuskínálat
Curricula
Documents
Documents
Szabályzatok
Lecture rooms
Departments
Report on lecturer
Phone book – phone numbers of university lecturers and staff
Kérdőívek - questionnaires
Q-tér – you can ask questions from Quaestura Office

Data
Personal data - your personal data is here, you can check and if anything changes you will have to report it at Quaestura Office.
Personal data check
Study data
Hallgatói pályázatok

Studies
Course info – information on your courses
Timetable – after you have enrolled in the courses, a timetable is generated automatically, which can be seen here
Pénzügyi nyilatkozat
Regisztráció – registration (in every term!)
Szakirányválasztás
Enrollment in courses
Appl. for exam. – application for exam
Tanterv információ – courses which are compulsory for your degree
Erasmus – in Hungarian
Once you are a student of ELTE, you can apply for a Student ID, which gives you various discounts.

There are two types of Student ID, the

- Provisional (which is valid for 60 days)
- Permanent validated in the autumn semester – valid till 31st of March
  validated in the spring semester – valid till 31st of October.

You will need the following for a Student ID application:

- Two passport photos (3.5 cm X 4.5 cm black and white photos with a light background)
- HUF 1950 – two postal orders
- Your passport

**Step 1**
First, register at the university, enrol for the term.
If you are an International Student on a full time programme, you will get your 11-digit student code (_ _ _ _ _ _ _ . ELTE). Don’t forget to enrol for each term.

**Step 2**
Go to Quaestura Central Office (ELTE map no:3) in Gerlóczy street 11 (entrance from Semmelweis street) to ask for an application form.
Bring
- two passport photos (size 3.5cm x 4.5 cm black and white, light background)
- HUF 1950
- and your passport.

Now you can decide whether to apply for a temporary Student ID as well or not. It is recommended to have a provisional ID, because proceeding the permanent student ID takes 2 months, and without a provisional student ID you are not entitled to get discounts.

First pick one number at the machine.
When you get to the desk, you will be asked to fill in a student ID application form.
After filling the form you have to hand in a photo, which will be stuck on the form and sent to the central press, where all the plastic student cards are issued.

If you would like to have a temporary student ID as well, give another photograph to the official and he/she will fill in the application form for the provisional student ID.

**FEES**
A permanent student ID costs HUF 1600, you will be given a postal order to pay the amount at the post office. Do not lose it and do not forget to pay the money in, otherwise you will not get your permanent card.
The permanent student ID has to be renewed in each semester. In the spring semester: before 31st of March, in the autumn semester: before 31st October.

The temporary Student ID costs HUF 360 and it is valid for 60 days. As your student ID expires, you have to go to Quaestura Central Office and have it renewed for HUF 360
Step 3
Go to the nearest post office and pay the postal order. Filling out a postal order is quite easy.

**How to pay a postal order**
It is the only way to pay for your Student ID. If you lose the order you will have to go back to Questura Central Office and ask for a new one, so try not to lose it. Please note that creased or folded postal orders are not accepted by the post office.
You have to fill in two data: your NAME (don’t forget FAMILY name goes first) and your ADDRESS in Hungary.
Give the address of the dormitory, rented flat or hotel/hostel you are staying at.

At the post office go to the counter. At new post offices you have to obtain a number at the entrance, press the button PENZBEFIZETES on the machine and wait till your number is called.
Most post offices accept credit cards.

Step 4
After 60 days go back to Questura Central Office to pick up your permanent Student ID. Now your student ID is valid for the whole TERM. You need to validate your ID at the beginning of every term AFTER you have enrolled for the term.

Well done! It wasn’t that difficult, was it? 😊

Step 5
Student ID validation/renewal from the 31st September to 30th October and from 28th February to 31st March at Questura Central Office.

Quaestura Central Office (ELTE map no:3)
Gerlóczy street 11. – Entrance from Semmelweis street

**Office hours**
Monday, Friday: 9-12
Tuesday, Thursday: 12-16
Wednesday: 12-20
Nearest post offices

Budapest Post Office No 4
Budapest, V, Városház street 18.
Tel.:485-90-85
Opening hours:
Monday to Friday:8:00-20:00
Saturday: 8:00-14:00

Budapest Post Office No 53
Budapest, V, Múzeum körút 31-33.
Tel.:317-52-17
Opening hours
Monday-Friday: 8:00-19:00

Discounts

Once you got your Student ID you are entitled to various discounts:

Public transport in Budapest BKV
(Budapest Transport Limited Co. – www.bkv.hu/angol)
67.5% discount on season ticket
50% discount on sub urban railway (HÉV) ticket
90% discount on sub urban railway (HÉV) season ticket/monthly pass

Railway – MÁV – www.mav.hu
67.5% discount on single and return tickets
90% discount on season ticket

Bus service – www.volanbusz.hu choose English
67.5% discount on ticket
86% discount on season ticket/monthly pass

Ships and ferries
50% discount on ticket
90% discount on season ticket

Museums
50% discount on ticket

Public libraries
50% discount on registration fee

And many more discounts at: www.diakbonusz.hu – in Hungarian only
You can choose from several health service providers in Hungary but to choose at least one of them is an obligation.

**Public health care.**

*Please note that due to a new legislation all insured persons in Hungary have to pay a fee per visit to the doctor’s or a daily fee in case of hospital treatment as of 15/02/2007. This applies to those as well who enjoy the same right to health care as Hungarian insured persons on the basis of EC regulations or bilateral agreements. The co-payment rules changed recently as of 01/07/2007.*

Residents of EEA (European Economic Area) countries and Switzerland

Residents of the European Union, Iceland, Norway, Liechtenstein and Switzerland, who are entitled to health care of the national health service or mandatory health insurance scheme of their respective countries of residence can receive health care in Hungary, which becomes necessary on medical grounds during the temporary stay in Hungary, taking into account the nature of the benefits required and the expected length of stay.

In case of medically necessary treatment the patient has to pay a “visit fee” or a “daily charge” in hospitals (see below).

It is always the health care provider who decides whether the treatment in question is medically necessary during the expected duration of the stay in Hungary. However, by virtue of decisions of the European Commission (n° 2004/481/EC and 2004/482/EC), all treatments are deemed necessary in case of dialysis, oxygen therapy and pregnancy and childbirth.

Entitlement certificates

In order to be provided a medical treatment under the same conditions as Hungarian insured persons, a *European Health Insurance Card (EHIC) or the Provisional Replacement Certificate (PRC) must be submitted to the health care provider.*

Croatia

Persons insured in Croatia, as well as their dependant family members are entitled to urgent health care services during their stay in Hungary under the same conditions as Hungarian
insured persons. The immediately necessary treatments can be sought by submitting a HR/HU 111 certificate. This form is issued on request by the competent regional office (područni ured) of the Croatian Health Insurance Institution (HZZO).

Bilateral Agreements on Social Policy and/or Health Care

The citizens of the following countries can receive health care in immediately necessary cases. The document certifying the entitlement is the PASSPORT only.

Angola  
Cuba  
Iraq  
Jordan  
Kuwait  
Macedonia (Former Yugoslav Republic of)  
Mongolia  
North Korea (Peoples’ Democratic Republic of Korea)  
Russia  
Serbia  
Montenegro  
Ukraine  
Other States of the Commonwealth of Independent States (Содружества Независимых Государств) with the exception of Uzbekistan.

Third Countries

Citizens and/or residents of countries, which are not part of the European Economic Area and which do not have bilateral agreements with Hungary on the provision of health care, have to pay full price for the health care services rendered in Hungary. According to the Hungarian legislation, the health care provider can set the fee basically freely; therefore the Hungarian National Health Insurance has no influence on the amount of fee charged. However, in order to avoid discrimination, it is important that the health care provider applies consequently the same fee for the same service. For this purpose, most health care providers have established price lists, which should be consulted before the treatment.

Foreigners who would like to have an insurance policy at the Hungarian National Health Service, has to pay 30% of the minimal average monthly income to the local government (at the place of residence) This means approximately HUF 18 000 /month. For those who chose this service, a Hungarian health care card is issued, which entitles the owner to have the same services provided by the National Health Service as Hungarian citizens have.

Usage of health care

Unless it is a case of emergency, in which you can call for an ambulance dialling 104 or 112, first you have to see your local GP. He/She decides whether you have to go to a specialist or not.
Hungarian, international and guest students of Eötvös Loránd University can obtain a health insurance policy at Valko Health Insurance on quite favourable conditions.

The insurance policy covers the costs of medical treatments, interventions, attendance, drugs, therapeutic appliances and – in cases necessary from medical aspect – ambulance services, if the services mentioned above are used at or with the knowledge of the appointed health service provider, or if the use of health services is justified at a different – not appointed – health service provider or institute because of a case of emergency.

Important information:
The insurance is valid on the territory of Hungary!
You can take out the insurance policy for a term of six to twelve months, but the end of the term of insurance is 1\textsuperscript{st} September or 1\textsuperscript{st} March, and it cannot start before the day when the insurance contract is concluded.

The maximum amount of damages payable is HUF 1 000 000 per term of insurance, that is every six months (of which amount a maximum amount of HUF 200 000 can be spent on drugs or therapeutic appliances).
The insurance company returns 50\% of the costs of medically justified drugs and therapeutic appliances, and 100\% of any further costs.
The insurance premium is  HUF 27 500/six months/ person,  HUF 55 000 year/person.
The insurance premium is to be paid in one sum when the insurance policy is taken out.
Date and consulting hours of your appointed health service provider and surgery:

Medicina Betegség Megelőző Kft
1051 Budapest
Hercegprimás u. 14-16.
4th floor, room 416
Telephone number during consulting hours: 428-81-25, 428-8198
Fax: 428-8127
Consulting hours, submitting invoices:
Medical duty, health advising: Monday to Friday: 8-14:00
E-mail: blaskotimea@medicinabm.hu
Web: www.medicinabm.hu

Service provider recommended in case of emergency beyond surgery hours:
Transzplantációs és Sebészeti Klinika
1082 VIII Budapest
Baross u. 23-25
Telephone: 267-6000
You need not finance the costs of medical attendance used at or via the appointed service provider, as in such cases the insurance company and the attending institute settles the costs of your medical treatment directly or via the appointed health service provider.

You can take out the insurance policy at
ELTE Quaestura Office
(1052 Budapest, Gerloczy u. 11)

Office hours
Monday, Friday: 9 -12
Tuesday, Thursday: 12-16
Wednesday: 12-20

or at the office of

VALKO-INTERNATIONAL Biztositaló Alkuszt Kft. / Insurance Brokers Ltd.
(1066 Budapest, Teréz krt. 40.)
info@valko-biztositasok.hu
www.valko-biztositasok.hu
Telephone: 331-9677, 269-5408