

GOOD TO KNOW FOR FRESHMEN

Academic year 2022/23

SZIC Campus Gödöllö

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Educational/ non-educational issues

Educational issues (please see your educational coordinator, their names are on the next slide)

Any questions related to

- Enrollment
- Subject registration
- Subject recognition
- Issues with Neptun
- Student ID, student status certificate, transcript
- Thesis

Non-educational issues (please see Ms. Judit Tallárom-Czingili)

Any question related to

- Residence permit
- Bank account
- TAX number
- Public health insurance, private health insurance



Educational coordinators

Office hours

Full Degree BSc, MSc Economic and Social Sciences courses , Hungarian Lang. Prep. Course-Registrar's Officer Enikő Prokaj, PhD

<u>prokaj.eniko@uni-mate.hu</u>

Mon, Wed, Fri

Gödöllő, Main Building, ground floor, room 20-

09:00-12:00

Phone: +36 28 522 000 / 1605

Full degree Agricultural and Environmental Sciences courses, FAO - Registrar's Officer Kinga Püspök-Szabados

puspokne.szabados.kinga@uni-mate.hu

Mon, Wed, Fri

Gödöllő, Main Building, ground floor, room 20-

21

Phone: +36 28 522 000 / 1655

09:00-12:00

FIIONE. +36 26 322 000 / 1633

Full Degree BSc, MSc Mechanical Engineering, MSc Engineering management - Registrar's Officer Melinda Zsófia Fülöp

<u>fulop.melinda.zsofia@uni-mate.hu</u>

Mon, Wed, Fri

Gödöllő, Main Building, ground floor, room 20-

09:00-12:00

21

Phone: +36 28 522 000 / 3870

Non-educational coordinators, SH coordinators

Office hours

DIRECTOR OF INTERNATIONAL RELATIONS	Zsuzsanna Tarr, PhD	tarr.zsuzsanna@uni-mate.hu	Mon-Thurs
CENTER:		Gödöllő, Main building, ground floor, room 29-31.	13:30-15:00
Institutional Coordinator for Erasmus, CEEPUS		Phone: +36 28 522 000 / 1017	
Stipendium Hungaricum	Csilla Kánai	kanai.csilla@uni-mate.hu	Mon-Thurs
Institutional Coordinator		Gödöllő, Main building, ground floor, room 29-31.	13:30-15:00
		Phone: +36 28 522 000 / 1014	
International Coordinator (SH, SCYP, DFP,	Judit Tallárom-Czingili	tallaromne.czingili.judit@uni-mate.hu	Mon-Thurs
FAO, MISP, Self-finance)		Gödöllő, Main building, ground floor, room 29-31.	13:30-15:00
Student Services – non-educational issues		Phone: +36 28 522 000 / 3882	
Erasmus Coordinator for incoming students	Edit Szabadszállási	<u>erasmus-in-godollo@uni-mate.hu</u>	Mon-Thurs
and staff		Gödöllő, Main building, ground floor, room 29-31.	13:30-15:00
Mentor Coordinator		Phone: +36 28 522 000 / 1027	
Erasmus+ International Credit Mobility	Zsuzsanna Heltai	<u>heltai.zsuzsanna@uni-mate.hu</u>	Mon-Thurs
Coordinator		Gödöllő, Main building, ground floor, room 34-35.	13:30-15:00
		Phone: +36 28 522 000 / 2167	

Non-educational coordinators, SH coordinators

Office hours

Erasmus+ International Credit	Szilvia Papp	papp.szilvia@uni-mate.hu	Mon-Thurs
Mobility, MISP Coordinator		Gödöllő, Main building, ground floor, room 34-35.	13:30-15:00
		Phone: +36 28 522 000 / 2188	
Erasmus Coordinator for outgoing	Beáta Farkas	erasmus-out-godollo@uni-mate.hu	Mon-Thurs
students and staff		Gödöllő, Main building, ground floor, room 34-35.	13:30-15:00
		Phone: +36 28 522 000 / 2172 or 3888	
DAFM Coordinator	Zita Batiz	<u>batiz.zita@uni-mate.hu</u>	Mon-Thurs
		Gödöllő, Main building, ground floor, room 29-31.	13:30-15:00
Stipendium Hungaricum	Bernadett Gerháth	gerhath.bernadett@uni-mate.hu	Mon-Thurs
Coordinator, MISP Coordinator		Gödöllő, Main building, ground floor, room 29-31.	13:30-15:00

Doctoral, Habilitation and Science Organization Office

Doctoral, Habilitation and **Science Organization** Office

Mónika Török-Hajdú

Zsuzsanna Tassy

torokne.hajdu.monika@uni-mate.hu

tassy.zsuzsanna@uni-mate.hu

Gödöllő, Main Building, ground floor,

room 4, 7

Phone: +36 28 522 000 /1055

Office hours

Mon-Thurs

8:00-12:00

SCYP Coordinator

			Office hours
SCYP Institutional	László Hahn	<u>hahn.laszlo@uni-mate.hu</u>	Mon-Friday
Coordinator		Kaposvár Campus	13.00-15.00
		Phone: +3682/505800 ext. 2653	on Kaposvár
			Campus
			Video conference is
			available upon
			request.

Other useful contacts

			Office hours
MATE Dormitory Student	Beáta Kárpáti	<u>karpati.beata@uni-mate.hu</u>	Mon-Fri
Coordinator Szent István Campus –	Noémi Budavári	<u>budavari.noemi@uni-mate.hu</u>	8:00-16:00
Gödöllő		Gödöllő, Dormitory B building, room 43	
		Phone: +36 28 522 000 / 2071	
Library in Gödöllő	Szilvia Molnár	https://uni-	Mon-Thurs
		mate.hu/en/mate/university-library- and-archives	8:00-18:00
			Fri
			8:00-14:00
E-learning expert	Judit Gyulai	<u>https://uni-</u> <u>mate.hu/en/mate/university-library-</u> and-archives/e-learning	-

International Students at MATE (former SZIU) FB group

International Students at MATE (former SZIU)

https://www.facebook.com/groups/16805054 68842111



NEPTUN

Your **education related issues** are registered in NEPTUN SYSTEM.

For activation of your Neptun profile, please, follow the instructions:

https://en.uni-mate.hu/neptun-system

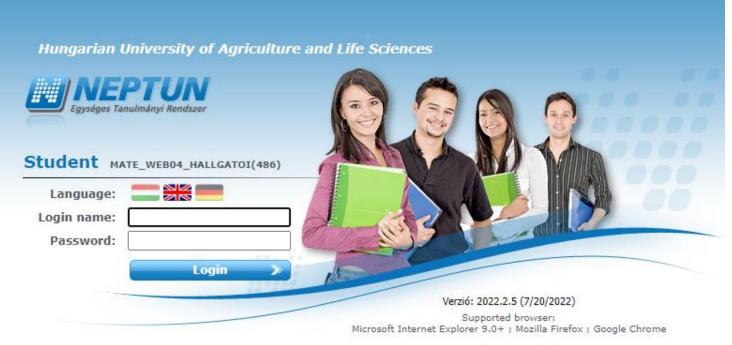
Please, activate your MATE ID as well:

https://joker.uni-mate.hu

https://en.uni-mate.hu/mateauthentication-wifi-e-learning-email-

Neptun Education System

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neptun.uni-mate.hu

A useful video on how to use Neptun can be found on the link below:

https://www.youtube.c om/watch?v=Cz_mf6Y9 8Ec

Latest News

Advantages of using bank card payment method in Neptun

(4/20/2022 3:04:52 PM)

Downloadable documents

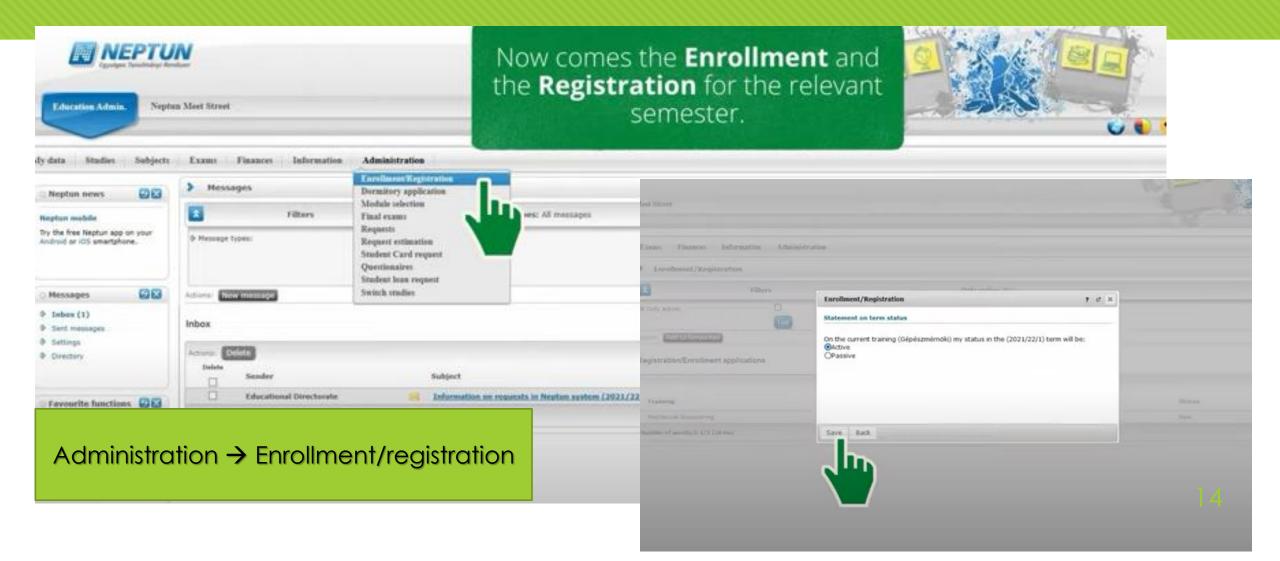
HWEB_Neptun_User_Guide_4.6.pdf
(9/5/2019 8:00:00 AM)



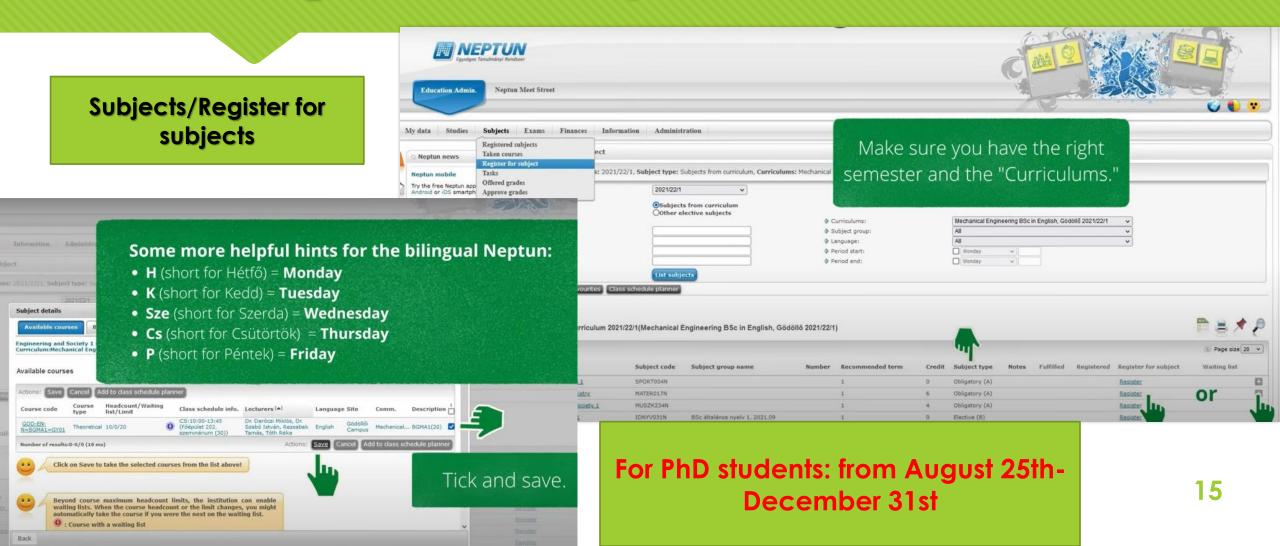
Education related tasks or issues

- Enrollment
- Subject registration
- Subject recognition
- Forms of subject assessment
- Exams
- Number of credits to be completed
- Need a document
- Student ID

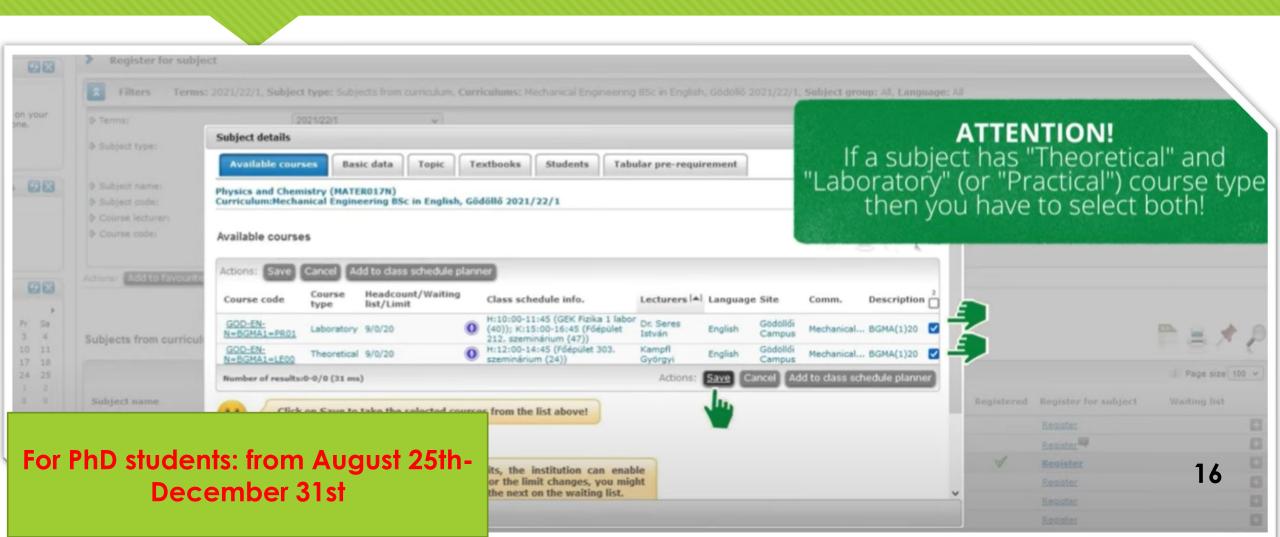
Enrollment from August 25th- September 4th



Subject registration from August 25th- September 11th



Subject registration from August 25th- September 11th



Subject registration additional information

(except PhD programmes)

- Please keep in mind that any subject can be registered only once for free of charge.
- If you cannot complete a certain subject, the second registration is 2000 HUF.
- Pay attention to the preliminary requirements of subjects during your studies!



Subject recognition process

- If you have a subject competed during previous studies, and you would like to get it recognized, the process is the following:
- You have to submit a request in Neptun.
- Choose "Studies" menu, then Curriculum.
- The right curriculum has to be chosen, then choose "list subjects". At the end of the row, click on +, and choose submitting request.
- For students transferred from another HEI, or former graduated students of another HEI:
 3.000 HUF/subject;
- for former students of MATE: free of charge
- The fee is transcribed after decision.
- HEI: Higher Educational Institute



Forms of **subject assessment**, **participation in classes** – extract

Please read our **regulation** carefully!

(PhD Students may have differences in regulations)

3.2. Forms of subject assessment 3.2.1. Signature, end-of-semester signature Section 47 (47.§) PAGE 57

(1) The **end-of-semester signature** is a recognition of the fulfilment of the study requirements of the given subject during the semester, and in case of a subject to be completed by another assessment method, it is one of the conditions for registering for the examination. The conditions for obtaining the signature must be defined in the study requirements for the subject by the subject leader, including the conditions for rejecting it and for the repeated attempt to obtain it.

2. Participation in classes Section 45 (45. §) PAGE 55

- (1) Lecture attendance is an integral part of the learning process but students cannot be required to attend lectures by administrative means.
- (2) Participation and fulfilment of practical requirements in practices, seminars, laboratory practices, field practices (study visit, workshop) are mandatory.
- (3) The permissible **extent of absence** from the types of lessons referred to in paragraph (2), regardless of whether justified or not, is one quarter of the classes of the given subject in full-time work schedule, rounded to the nearest whole number according to the rounding rules; in case of correspondence work schedule, it is one third of practical classes, seminars, field practice classes, laboratory classes. **If the absence rate exceeds this, the subject leader shall refuse to sign the semester.**



EXAMS

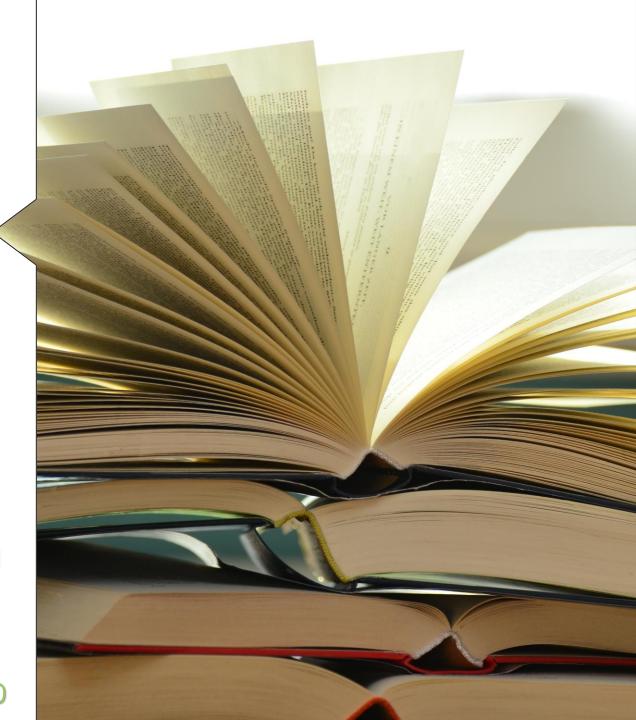
(except PhD programmes)

Exam registration is available **until the day before the exam takes place** until 12 o'clock.

(noon) Example: Test on Tuesday, registration closes on the Monday before at 12 o'clock (noon)

A signature registered in Neptun is a must, otherwise you are not able to register for the exam.

- If a student fails the exam, the first retake is for free of charge, but before the second retake 2000 HUF exam fee has to be paid.
- If you have any active debt in Neptun, you are not able to register for any exams.
- If you pass an exam but you are not satisfied with your result, the grade can only be imroved in the same semester.
- Keep in mind that final examination otherwise known as graduation examination has different rules.



CREDITS (except PhD programmes)

- The minimum number of credits to be completed is 210 on BSc level and 120 on MSc level, until the end of your studies.
- In case of a preparatory programme, 60 credits has to be completed.
- Make sure that you complete the minimum credit number of

A (mandatory/obligatory)

B (mandatory elective)

C (optional) subjects, as it is described in your curriculum.

How to check it

Neptun (Studies->curriculum)

choose every subject,

click ... icon

list subjects

Click on 'name' to see the number of credits

Name ▲	Credi	it Recommended term
Elective Subjects	6	2
Elective Subjects	10	3
Elective Subjects	9	4
Optional Subjects	3	3
Optional Subjects	3	2

NEED A DOCUMENT

- Student status certificate
- Transcript

In NEPTUN choose Administration menu/Requests/**Application for printed document** or write an email to your international coordinator.

Syllabus

Find it in Neptun (Subjects/Registered subjects, click + at the end of the row, then download syllabus)

or write an email to the professor in charge.

MATE Phonebook: telefonkonyv.uni-mate.hu



STUDENT ID

After your arrival you will get a temporary Student ID from the Registrar's Office. It entitles you to buy a student ticket at a **discount price for public transportation** incl. monthly passes, student entrance fees in exhibitions, museums, concerts etc. The temporary student ID is valid for 2 months. Before it expires, please go to the Registrar's Office to ask for a new one. Temporary student ID is equivalent to the student card.

Temporary student ID can be issued once, you have to apply for a plastic ID card.

You have to apply for permanent Student ID (student card) at Governmental Offices (Kormányhivatal – Okmányiroda) for free.

Required documents:

- passport
- student status certificate (in Hungarian!)

1) The officers will take a photo of you, and issue a document: a **NEK data sheet** with a so-called **NEK code**.

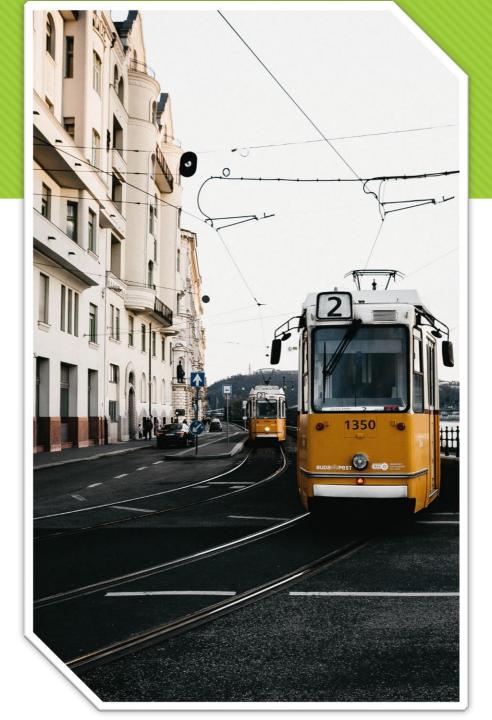
The student ID application should be registered in your NEPTUN account under

Administration / Student card request / "Add new"

You have to type in the NEK code/identifier (NEK kód) that you can see on your NEK data sheet in the top right corner. Type without hyphens and click on SAVE.

- 2) Your NEK data sheet has to be uploaded into your Neptun account either in pdf or in jpg format:
- Information > Documents > Upload document >>
 Choose "NEK adatlap" from the drop-down menu
 >> Upload file > Save

IMPORTANT: All data, names, address etc. on your NEK data sheet should be identical with your data in NEPTUN and in your passport!



STUDENT ID

ADDRESS of the Governmental Office (Kormányhivatal – Okmányiroda) in GÖDÖLLŐ: Kotlán Sándor u. 1-3.

- Mon 8:00-18:00
- O Tue 8:00-16:00
- Wed 11:00–19:00
- O Thurs8:00-16:00
- Fri 8:00–14:00
- ADDRESS of the Governmental Office (Kormányhivatal –
 Okmányiroda) in BUDAPEST: Bocskai út 39-41., 1113 Budapest
- Mon 8:00–18:00
- Tue 8:00-16:00
- Wed 11:00–19:00
- Thurs8:00–16:00
- Fri 8:00-14:00
- Student ID cards can be taken from the Registrar's Office from MS. Enikő Prokaj. Make an appointment to visit her on Friday between 9:00-12:00.

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ACADEMIC CALENDAR and useful websites

ACADEMIC CALENDAR

Available on the website of the Directorate of Education (oig.uni-mate.hu):

Tanulmányi inf./Tanév időbeosztása menu

http://oig.uni-mate.hu/content/tanev-idobeosztasa-academic-calendar



en.uni-mate.hu

oig.uni-mate.hu

telefonkonyv.unimate.hu

Read for

- General information
- News
- Information on SCHOLARSHIPS
- Practical matters

Read for

- MATE
 Organizational
 and Operational
 Regulations
- Academic calendar
- Electronic requests
- Tution fee information

Read for

Contact details of professors.

It is the **phonebook** of the university.

Stipendium Hungaricum Scholars -useful information

STIPENDIUM HUNGARICUM SCHOLARS (except PhD programmes)

CHANGING STUDY PROGRAMME / LANGUAGE / INSTITUTION

In case you want to change your study programme and/or the language of instruction and/or the institution you have to submit a request to Tempus Public Foundation (stipendiumhungaricum@tpf.hu) attaching the following documents:

- an approval letter signed by the head of your current institute
 - an **acceptance letter** from the new institution (in case you want to change only the language of instruction, there is no need for this)
 - a support letter from the sending partner (authority) in your home country
- Deadline: in autumn semester: 1st December in spring semester: 15th May

STIPENDIUM HUNGARICUM SCHOLARS (except PhD programmes)

EXTENSION

In case you want to extend your studies, according to the **Operational Regulations**, you have to submit your request for extension **to the university** (to the following email address: sh@uni-mate.hu) and, at the same time, **to the sending partner (authority) in your home country**, but you do not have to wait for their approval since they will be contacted by Tempus directly.

- The following documents must be attached to your email of request:
 - Request form
 - support letter signed by the head of your current institute
 - transcript of records (list of subjects you have completed)
- Deadline within the university in autumn semester: 15th November, in spring semester: 30th April
- Please, note: "During the extension period, scholarship holders may not receive a scholarship or housing allowance. This shall first be applied to students starting their studies in the 2020/21 academic year in an ascending order." (see <u>Operational Regulations</u> III.4.1.)

CREDIT MINIMUM FOR SH scholars

(except PhD programmes)

- stipendiumhungaricum.hu
 Scholarship holders menu, Rights/obligations
- III.3. Further Obligations of the Scholarship Holders
- Of the scholarship holder is, unless otherwise provided by the institutional regulation, require to fulfil the study, examination obligation and curriculum development by earning at least eighteen credits (i.e., earns a total of 36 credits) on the average of the last two (continuous) semesters in which the student is not suspended (minimum credit requirement). The recognised credits shall be always considered separately.
- 7. If during the academic year it is determined that the scholarship holder has not obtained the required number of credits, the institution shall terminate the scholarship status and inform the Public Foundation without delay.
- Solution 8. The credit minimum requirement applies to those commencing their tertiary education studies within the SH programme in or after the 2018/2019 academic year.

Obligations Related to Learning Hungarian as a Foreign Language and Culture for SH scholars (except PhD programmes)

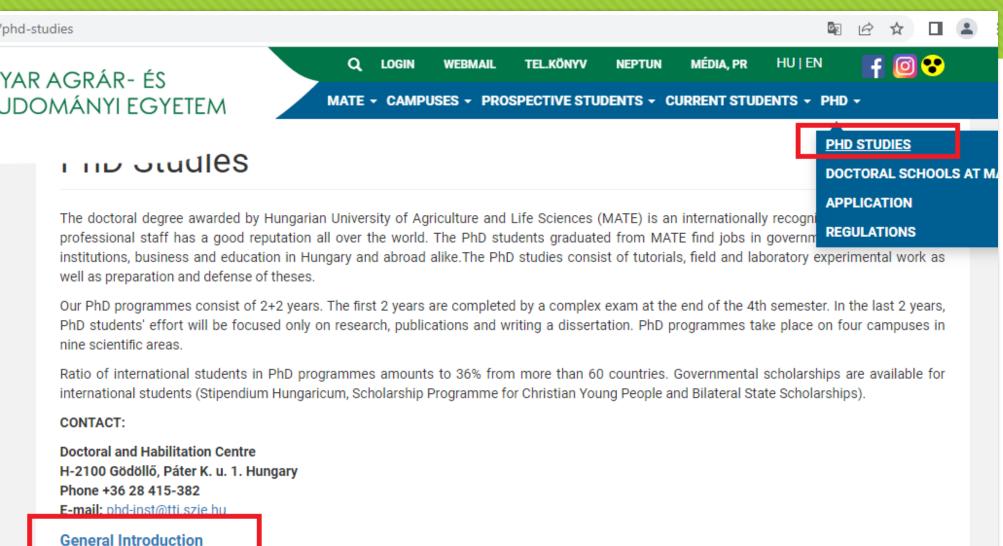
III.2. Obligations Related to Learning Hungarian as a Foreign Language and Culture

- 1. A scholarship holder in full-time foreign language bachelor's and master's courses (including also one-tier master's degree) is required to attend the Hungarian as a foreign language and culture course (hereinafter referred to as the Hungarian abbreviation: MID) provided by the host institution in the first year of their studies in the SH Programme.
- 2. Should the scholarship holder fail to fulfil its obligation under paragraph 1, the amount of the scholarship fixed in Section III.1.2. b) i) of the Operational Regulations shall be reduced. Cases and rates of scholarship reduction are detailed in the Implementation Guide.

PhD Students – useful information

PhD Students

ıvıayyar



Your international coordinator is:

DOCTORAL SCHOOLS AT M. ZSUZSONNO TASSY

Tassy.Zsuzsanna@uni-mate.hu

Please check:

https://archive.unimate.hu/en/phd/phd
-studies

PHD studies menu

HEALTH RELATED ISSUES

- Public health insurance (TAJ card)
- Private health insurance
- MATE's General Practicioner
- DENTIST
- Emergency issues

Public Health Insurance – TAJ ONLY FOR SH, DFP, SCYP Scholars

Your non-educational coordinator arranges your application for a TAJ number and you will be informed in an email about

- what your number is
- when your card is available in IR Office. (Please see your non-educational coordinator, Ms. Judit TALLÁROM-CZINGILI)

Checklist:

- Copy of address card stamped by the Immigration Office, residence permit and passport
- student status certificate issued within 30 days
- o authorization
- application form

Private Health Insurance

https://en.uni-mate.hu/web/hungarian-university-of-agriculture-and-life-sciences/health-insurance

• Institutional agreement with UNION for SH / SCYP /DFP scholars

How to apply, how it works:

- Your non-education coordinator arranges your becoming a beneficiary.
- O For self-financed students: it is your responsibility.

TAX NUMBER

For **SH**, **SCYP**, **DFP** scholars, and for those who have student jobs it is **OBLIGATORY** to have a Hungarian tax number.

It does not expire.

Info: https://en.uni-mate.hu/web/hungarian-university-of-agriculture-and-life-sciences/tax-number

Checklist:

- Application form (available at tax authority or in IR Office, Gödöllő)
- Address card
- Student Status certificate (in Hungarian)
- Copy of passport

TAX number has to be registered in your NEPTUN account.

Finances / Settings / Add bank account number / Save

MATE's general practitioner

Dr. Shafiqul Islam

Szabadság tér 3.

tel.+36-28-430-655/ ext. 211

+36 70 502-2031

Monday 13.00-17.00 Tuesday 08.00-12.00 Wednesday 13.00-17.00 Thursday 08.00-12.00 Friday 14.00-18.00



DENTIST

Dr. Feder Asher

Gödöllő, Szilhát u. 47. Booking an appointment is possible only in Hungarian.

Consider whether you ask for an appointment.

If you do so, take it seriously.

Those who do not appear at the agreed time and miss to cancel their appointment 48 hrs earlier, need to wait for long – usually for months – for another appointment due to the huge demand.

first visit: in person

+36 28 420 202 +36 20 928 4233

MONDAY

Patients ONLY with an appointment: 12.00-13:00 13:00-20.00

TUESDAY: ----

WEDNESDAY:

Patients ONLY with an appointment: 12.00-13:00 13:00-20.00

THURSDAY: 9.00-13.30

FRIDAY: 9.00-14.00

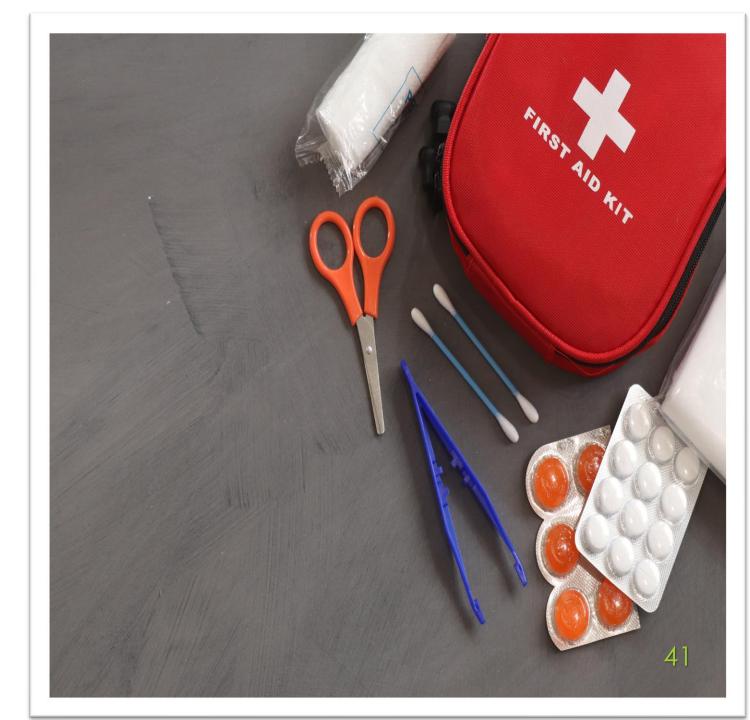
EMERGENCY ISSUES

Such as broken leg, or when surgery is needed:

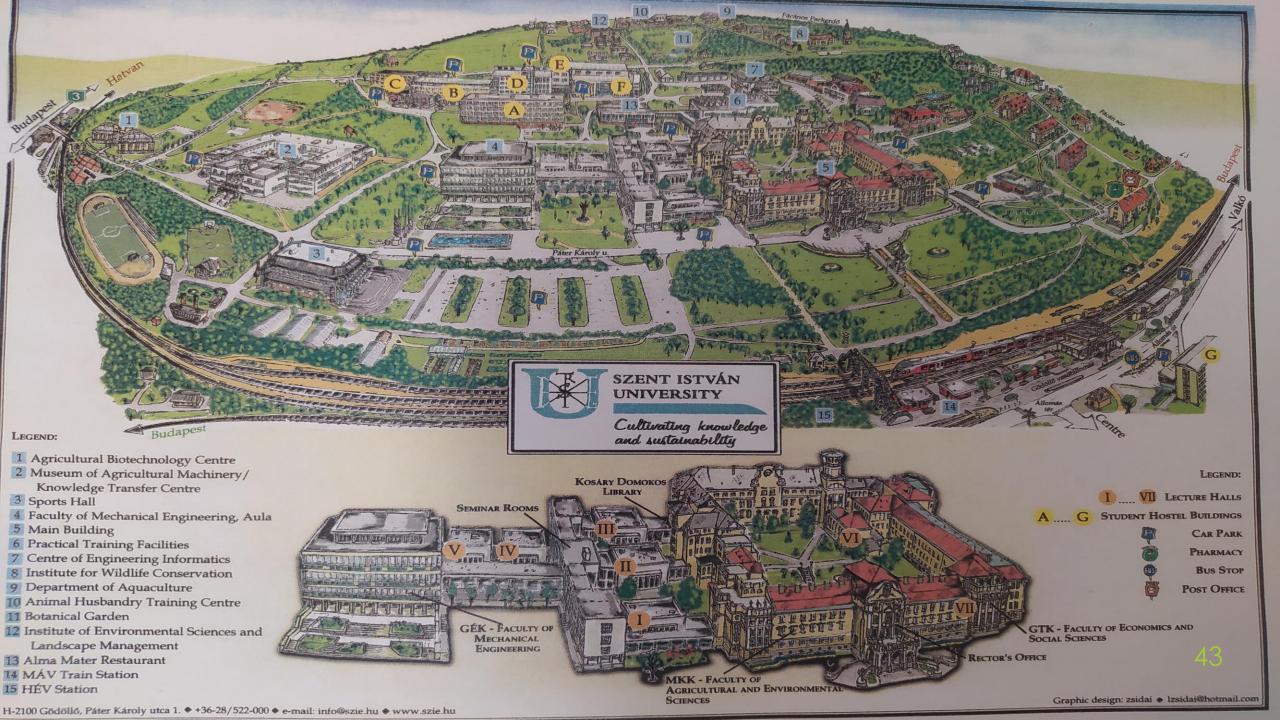
Tormay Károly Medical Centre

Gödöllő, Szabadság tér 3.

In case of a private health insurance, check your card and dial the number indicated on the card.



CAMPUS MAP





Edited by: Melinda Zsófia FÜLÖP

Collaborators: Enikő PROKAJ, Kinga PÜSPÖK-SZABADOS, Réka TÓTH, Csilla KÁNAI, Edit SZABADSZÁLLÁSI, Judit TALLÁROM-CZINGILI, Bernadett GERHÁTH Photos: Melinda Zsófia FÜLÖP, pexels.com