

Important information

- If you plan or have any events during your studies in Hungary that may affect your residence in the country after your arrival, please inform the International Office.
- Please remember that after you have arrived and registered in the country, you must sign an Attendance Form at the International Office (Külügyi Iroda) Izsáki út 10. GAMF Dean's Office ground floor (Dékáni Hivatal földszint) in the second week of every month.
- Please note that when you enrol, you will be asked at the International Office to provide an emergency contact that we can get in touch with in case of any problems.



Study Guide 2023/24

Welcome

Dear Freshmen!

Welcome to John von Neumann University, one of the most dynamically developing institutions of higher education in Hungary. Our university is becoming increasingly popular among those interested in higher education with its rich educational offerings, student-friendly approach, excellent faculties, modern and inspiring educational environment, corporate relations, and scholarship programmes that provide outstanding support. Our unique infrastructure developments, talent management programmes, student support systems, and the wide range of sporting and leisure activities, student programmes and events offered by the University and the city will hopefully make your years at the university not only meaningful but also memorable.

General information

Location: John von Neumann University is located at 10 Izsáki út, Kecskemét.

How do you get there?

The university is easily accessible by bus number 1 directly from the local railway station and the dormitory as well. From the university, the easiest way to get to the city centre is by buses 1, 15, 11.

Where can you buy a bus ticket?

You can buy bus tickets on the bus (more expensive than in advance), in certain shops or at the KeKo Customer Service Office (6000 Kecskemét, Kéttemplom köz 5.)

If you wanted to buy a season ticket, you can only buy it at the Customer Service Office (6000 Kecskemét, Kéttemplom köz 5.), local ticket desk (6000 Kecskemét, Széchenyi tér – bus station) or at the train station local ticket desk (6000 Kecskemét, Kodály Zoltán tér 7.).

You can find more information about where you can buy tickets on KeKo's website. (keko.hu/menetjegyek-es-berletek-arusitasa)

Which building is where?



About Homokbánya dormitory

Contacts:

- Address: 6000, Kecskemét
Homokszem street 3-5.
- Phone: +36 76 501 300, +36 20 314
6882
- E-mail: koll@uni-neumann.hu
- Mailing Address: 6001 Kecskemét, Pf.:
700

Sports facilities:

- inner sports facilities: table-tennis, gym
- outer sports facilities: football field,
volleyball courts, basketball court,
tennis court

Entertainment facilities:

- clubroom, outer places for cooking

- Administration you need to do after
arrival
- Dormitory

Dormitory Contract

After receiving your room, you need to sign
the Dormitory Accommodation Contract at
the dormitory

- Directorate of Academic Affairs –

Oktatási és Képzési Igazgatóság (OKI)
(Izsáki út 10. GAMF Main building
(Főépület) 1st floor)

The dorm offers:

- two-bed or three-bed rooms (there are
no single rooms)
- two rooms have:
- a common bathroom with toilet
- a common fridge
- blanket, pillow, bed linen and
bedsheet.
- laundry room with:
- washing machines, dryers, irons, clothes
dryers
- common kitchens on every floor with:
- fridge, microwave oven, electric oven,
electric kettle, kitchenware, cupboards
for each room



Services you can manage here:

- providing the Neptun code/username
and password
- personal enrolment.

You have to bring the following
documents:

- the form for enrolment filled in and
printed from the NEPTUN system,
- educational documents,
- language certificates,
- passport

Administration you need to do after arrival

- Correcting personal data in Neptun system
- Management:
 - Student ID card
 - Social Security Card (TAJ card for SH students)
 - Providing information regarding finances
 - Providing Certificate of students' status

Request a residence permit

Application for a residence permit must be submitted within 30 days from your arrival. For self-financed foreign students, the application for a residence permit is made as follows:

If you are studying in Kecskemét and have just arrived in Hungary, you must first go to the Immigration Office in Kecskemét (6000 Kecskemét, Irinyi u. 17/B.) in person in order to register and fill in the necessary documents. Please note, that you need to bring an accommodation registration form signed by the Head of the Dormitory in Kecskemét (Homokbánya Dormitory) with you to ensure a successful application. During the following years, you can then renew your residence permit online.

Request a residence permit

If you are studying in Kecskemét but have been in Hungary for a longer period of time (you already have a residence permit), you can apply for a residence permit extension online. In addition, you will need to do all the necessary steps to extend or rebook your accommodation online.

If you are studying in Budapest and have just arrived in Hungary, you must first go to the Immigration Office in Budapest (Budapest, Budafoki út 60, 1117) in person in order to register and fill in the necessary documents. These documents must be signed by the Head of the Dormitory in Budapest. During the following years, you can then renew your residence permit online.

- International Office (Külügyi Iroda)
Izsáki út 10. GAMF Dean's office building, ground floor (Dékáni Hivatal földszint)
- Scholarship Agreement / Training Contracts



If you are studying in Budapest but have been in Hungary for a longer period of time (you already have a residence permit), you can apply for a residence permit extension online. In addition, you will need to do all the necessary steps to extend or rebook your accommodation online.

Request a residence permit

Required documents:

- passport and visa,
- passport-size photo,
- acceptance letter,
- application form and appendix (you can download it from the website of National

Directorate-General for Aliens Policing:
<http://www.bmbah.hu/index.php?lang=en>

accommodation form (signature of the Head of the Dormitory is required)
student status certificate (Directorate of Academic Affairs (OKI))

Stipendium Hungaricum Letter of Award or other proof of scholarship holder status or bank statement for self-financing students.

You can find the information you need to apply for a residence permit at the following link:

http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=70&Itemid=824&lang=en

NEPTUN (Student Information System)

Neptun registration:

Before the study period begins students have to login and register for classes in our electronic study management system (Neptun). Your Neptun ID and password is sent via e-mail prior to your arrival in August or January.

Once you are in the system you can enrol for classes and check your timetable. Please see the steps of course registration in the NEPTUN User Guide.

Enrolment procedure in Neptun Education System

Enrolment form could be fill out from 31 August. You can find the online registration application in Neptun. Log into the Neptun interface, with which you can access the University's website. Please use your Neptun code and password and in the Administration menu point, select the Enrolment/Registration menu item, where the 2023/2024/1 academic year appear and at the end of the row click on the „+” symbol.

Then, in a popup window you have to declare whether to register to the current semester by "Active", "Passive" or „Admitted” state. Please choose the „Admitted” option. After having selected the required setting, click the Save button below!

After you have clicked on „Save” an online Enrolment Form appears, where you will have to fill in your personal information and data.

All the data can be modified, except the course related data.



Enrolment procedure in Neptun Education System

The Enrolment Form consists of more than one pages according to data topics. You can flip pages with the Previous and Next buttons at the bottom of the page.

You can only press the „Submit request” button on the last page. If you click on the „Suspend filling in” button than all the given data will be saved. There is no need to use the „Assign document” and the „Back” buttons.

Statements, Privacy Statements are compulsory fields. Once you have arrived on the last page and press the „Next” button you will get a summary about the recorded data. You can check every information on the preview page (please still do not print). From this page, you can still go back using with „Previous” button to rectify incorrect data. You can submit your Enrolment Form by clicking on the „Submit request” button at the bottom of the page. After submitting your request, a new window will appear promoting you to print the Enrolment Form (please, make 2 copies).

Print your Enrolment Form immediately (in 2 copies), sign it and bring it to the Directorate of Academic Affairs personally. You can always print your Enrolment Form from the Submitted request tab in Administration/Requests menu.)

Credit system:

The Hungarian academic credit system following the Hungarian law is an ECTS-compatible system.

The calculation of the credits is based on the number of working hours of the students (one credit is 30 student working hours, on average).

At the end of the semester the student's study achievement is evaluated with a grade (1-fail, 2-sufficient or pass, 3-medium or satisfactory, 4-good, 5-excellent). The ECTS conversion table ensures transfer procedures between the Hungarian academic credit system and the ECTS. The recognition of courses completed abroad is based on the credit transfer regulation.

ECTS credits:
1 full academic year = 60 credits
1 semester = 30 credits

For incoming international students, a Transcript of Records is issued at the end of the semester, which contains the code and title of the completed courses, credits, grade, and its ECTS-compatible grade.

ECTS conversion table – System of assessment:

Grade in Hungary	Equivalent ECTS grade	
5	A, B	Excellent, very good
4	C	Good
3	D	Satisfactory
2	E	Sufficient
1	F	Fail

Student ID:

<https://nje.hu/en/practical-information/student-id/student-id-for-fee-paying-and-stipendium-hungaricum-students>

- After the enrolment procedure, you can apply for your Student ID for free. With the Student ID you are eligible for reduced fares for public transport, entrance tickets etc.

Students who stay longer than one year have to apply for a permanent student card. Without student card application you are not entitled to get the temporary

For the application you must have an active semester status in Neptun. The Student ID must be validated every semester at the Directorate of Academic Affairs.

To receive the plastic card, you are requested to follow these steps:
Go to a Government Office (in Hungarian: Okmányiroda/Kormányablak) and apply for a student card. Select an office, go there with your passport / ID-card + residence permit/address card and draw a number for the topic "diákigazolvány" (= student card)

There you will have your personal data registered and your photo will be taken. You will get a form with a unique code in the top right-hand corner, called NEK identifier. Please double check all your data on the issued NEK-sheet! The data on the NEK sheet, e.g. the way your name is spelled have to be exactly the same as the data registered in the Neptun system (if not, your student card request will be rejected)!

You can find the necessary information below:

1. Adress: 6000 Kecskemét Rákóczi út 5.

Opening hours:

Monday: 8:00-17:00
Tuesday: 8:00-19:00
Wednesday: 8:00-18:00
Thursday: 8:00-18:00
Friday: 8:00-18:00
Saturday: Closed
Sunday: Closed

Contact:

E-mai:
kormanyablak2.kecskemets@bacs.gov.hu
Tel.: 06-1-550-1858

After a few days, when your student card is ready, you will be able to take it at the Directorate of Academic Affairs – Oktatási és Képzési Igazgatóság (OKI) office.

Government Office

There are two government offices in Kecskemét where you can go to apply for a student card.

2. Adress: 6000 Kecskemét Deák Ferenc tér 3

Opening hours:

Monday: 8:00-17:00
Tuesday: 8:00-18:00
Wednesday: 8:00-19:00
Thursday: 8:00-18:00
Friday: 8:00-18:00
Saturday: Closed
Sunday: Closed

Contact:

E-mail:
kormanyablak.kecskemets@bacs.gov.hu
Tel.: +36 1 550-1858

<https://kecskemets.hu/varosunk/ugyintezes/bacs-kiskun-megyei-kormanyhivatal/bacs-kiskun-megyei-kormanyhivatal-kecskemets-jarasi-hivatal-kormanyablak-2u>

Social Security Card (TAJ card only for SH students)

Hungarian Social Security Number (TAJ card):

In Hungary students with a Hungarian Governmental Scholarship (in this case: Stipendium Hungaricum) are entitled to receive health care services and they are entitled to have a social security card ("TAJ card"). You can apply for this at the o Directorate of Academic Affairs – Oktatási és Képzési Igazgatóság (OKI).

- Student Status Certificate (copy, Directorate of Academic Affairs (OKI)),
- Accommodation Card/Form stamped by the Immigration Office (copy, issued by the Immigration Office).

For more information: National Health Insurance Fund

[Tasks of the National Health Insurance Fund](#)

Tax number:

Those who have received Stipendium Hungaricum Scholarship, it is compulsory to have a Hungarian tax number and bank account number. In addition, a tax number is also required for student jobs. However, students who are self-funded are not obliged to have a tax card.

In Hungary the National Tax and Customs Administration (Nemzeti Adó-és Vámhivatal - NAV) issues the Tax Identification Number and the Tax Card.

You need to collect the following documents to apply for a social security card:

- Authorisation,
- order form (to be filled in by the Directorate of Academic Affairs (OKI),)
- application form (to be filled in by the Foreign Affairs Office with the student)
- passport (copy),
- Residence Permit (copy, issued by the Immigration Office),
- copy of SH scholarship certificate (copy, issued by Tempus Public Foundation)



How to request a Tax Card?

In order to apply for a tax number, you must submit an application to the tax authority.

At first, you have to fill in form T34 online at home. Download the form both in Hungarian and in English. Please note, that the only official form is the Hungarian one. The English one can help you how to fill the official form. After you have filled in the form, print it.

After that, you need to bring the completed T34 form in person to the National Tax and Customs Administration (Nemzeti Adó- és Vámhivatal - NAV), where you will receive your Tax Identification Number on the spot. The first application for a Tax Card is free of charge.

Finally, you will have to register your Tax Identification Number in the Neptun system. You will get your Tax Card by post within a few days.

Academic calendar: I. Semester

Study period:	04.09.2023. – 02.12.2023.
Registration week: (education starts!)	04.09.2023. – 08.09.2023. 28.08.2023. – 30.08.2023. – ranked subject admission (GAMF) 02.09.2023 – 10.09.2023. – subject registration For students in the first year: registration week's programmes, from 2. year: teaching
Opening Ceremony:	9:00 a.m. 04.09.2023.
Exam period:	04.12.2023. – 23.12.2023. - Exam period 24.12.2023. – 13.01.2024. - Holiday 15.01.2024. – 27.01.2024. - Exam period (For final examiners until 20.01.2024.)
Final examination period:	29.01.2024. – 03.02.2024. 04.01.2024. (for Master's applicants) in MBA programme: 05.02.2024- 09.02.2024.
Graduation ceremony:	10:00 a.m. 16.02.2024.

Academic calendar:

II. Semester

Study period:	04.09.2023. – 02.12.2023.
Registration week: (education starts!)	04.09.2023. – 08.09.2023. 28.08.2023. – 30.08.2023. – ranked subject admission (GAMF) 02.09.2023 – 10.09.2023. – subject registration For students in the first year: registration week's programmes, from 2. year: teaching
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Graduation ceremony:	10:00 a.m. 16.02.2024.

Free time activities:

Library

John von Neumann University Library and Information Centre is a public university library.

Basic services: all visitors are free to use the reading rooms and the open-shelf lending rooms. General information, use of the library catalogue, online consultation, printed information publications, electronic learning guides, database use, access and use of electronic documents and databases is continuous, even remotely with EduID.

Other services: printing, photocopying, scanning; use of computers, wifi, personal devices; e-note shop (free access, ordering), e-journals, digital libraries; card payment, online check-in, inter-library loans, return and subscription registration through the Libertyintegrated library system; use of the safe deposit box; programmes, exhibitions, lectures, book presentations, community events, study room, Film Club.

A common camp for students from abroad will be organised in the 2nd half of October. More details later.

Library opening hours:

- Monday to Thursday: 9:00 – 18:00
- Friday: 9:00 – 14:00

Address: 6000 Kecskemét, Izsáki út 10.

Tel.:

•Borrowing: (+36-76) 516 362

•Information: (+36-76) 516 363

<https://kik.nje.hu/szolgaltatasok/beirat kozas-es-ahhoz-kotott-szolgaltatasok>

What sports facilities are available and where can they be found?

Faculty of Engineering and Computer Science GAMF - Izsáki street 10.

- Törös Olga Sports Hall (40 x 20 metre)
- Female & Male Fitness Gym
- Tennis court (23,77 x 10,97 metre)
- Football field (90 x 120 metre)

Physical Education and Sports Centre - Contact:

Sports Office - Ádám Járdi :
jardi.adam@uni-neumann.hu

Key terms and definitions:

Diploma (final certificate): the university issues a final certificate (diploma) to the student who has fulfilled the study and examination requirements and the internship in the curriculum, with the exception of the thesis and dissertation, and has obtained the required credits.

Active semester: the semester for which the student has declared the start/continuation of studies.

Sports Facilities

Among other things, our university also offers sports facilities and participates in several sports in the National University Championships. In the past years, NJE students have participated in men's and women's volleyball, men's and women's futsal and men's handball teams!



Registration: students who are already enrolled must declare in Neptun at the beginning of the semester whether they will continue or discontinue their studies.

Registration for a semester: the act of declaring that the student will start or continue his/her studies in the semester in question, so that the semester will have an active status. The student may also declare that he/she is going to start or continue his/her studies, in which case the semester will have a passive status.

Diploma thesis (thesis): a thesis written at the end of studies for a higher education qualification, the length and formal requirements of which may be prescribed by the faculties.

Individual timetable: upon individual request, students may complete a course without attending classes.

Semester: training period consisting of a 14-week study period and a 5-week examination period.

Semester certificate of completion: a document containing the semester's academic results, printed, and certified from the Neptun Study System at the student's request, on a semesterly basis.

Practical class: a course with contact classes, which is based on active, independent student work; special form: seminar, laboratory exercise (laboratory). Colloquium: an examination.

Credit: A measure of a student's academic work, which expresses the estimated time required to acquire the knowledge and meet the requirements of a subject or curriculum unit. One credit represents 30 hours of study. The credit value for a given subject is given in the student's model curriculum.

Prerequisite:

- Subject prerequisite: a subject pre-requirement that must be fulfilled in order to be admitted to and complete a given subject (subject overlap).
- Credit prerequisite: a credit pre-requirement without which certain subjects cannot be taken. E.g.: choice of specialisation, thesis, internship, etc.



Course: a timetable for a given subject and/or subject element for a given semester. Depending on its type, a course is associated with a specific location, date, and instructor. Course registration (course registration): Registration in the Neptun system for courses related to the subjects to be taken in the given semester.

Course enrolment (subject enrolment) period

"Ranked" course enrolment period: (only for full-time GAMF Faculty students) Before the first week of the registration period and the first week of the semester, the student lists, and pre-registers in Neptun the courses he/she plans to complete during the semester. This is only a preliminary timetable, which will become final after the ranking determined by the GAMF Faculty.

"Ranked" course enrolment period: the week preceding the registration period and the first week of the academic term, when the student compiles and enters in Neptun the list of courses and exams he/she plans to take during the semester.

"Competitive" application period: the period during the first week of the academic term, when course enrolment takes place in the chronological order of application, regardless of the ranking score.

"Ranked" course enrolment period: the week preceding the registration period and the first week of the academic term, when the student compiles and enters in Neptun the list of courses and exams he/she plans to take during the semester.

"Competitive" application period: the period during the first week of the academic term, when course enrolment takes place in the chronological order of application, regardless of the ranking score.

"Competitive" course enrolment period:

(for all faculty students) Course enrolment in the first week of the academic term, in the chronological order of application.

Example curriculum:

the set of subjects to be completed during the course, specifying the semester, number of hours, requirements and credits.

Neptun: electronic learning record system.



Term: the period for lessons during the semester. Usually 13 weeks.

Examination period: the period for taking exams.

Internship: an internship in which students learn and practise professional skills in a natural environment/real working conditions.

Mini dictionary

Basic words	Alapszavak
Hi / Hello!	Szia! / Sziasztok!
Good morning!	Jó reggelt!
Good afternoon!	Jó napot!
Good evening!	Jó estét!
Good bye!	Szia! / Viszlát! / Viszontlátásra!
Have a nice day!	Legyen szép napod!
Have a nice weekend!	Jó hétvégét!
Thank you.	Köszönöm.
You're welcome!	Szívesen!
How are you?	Hogy vagy?
Good. / Not so good.	Jól. / Nem túl jól.
And you?	És te?
Good night!	Jó éjszakát!
Enjoy your meal!	Jó étvágyat!
Bless you (when sneezing)	Egészségedre!
What's your name?	Hogy hívnak?
My name is-nak hívnak.

Mini dictionary

Basic words	Alapszavak
Nice to meet you!	Örülök, hogy találkoztunk!
Where are you from?	Honnan jöttél?
I'm from-ból jöttem.
Do you speak Hungarian?	Beszélsz magyarul?
Just a little.	Csak egy kicsit.
I'm trying to learn Hungarian.	Próbálok magyarul tanulni.
I love you.	Szeretlek.
Sorry!	Bocsánat! / Elnézést!
No problem!	Semmi baj!
Can you repeat please?	Meg tudnád ismételni?
I don't understand!	Nem értem.
I don't know!	Nem tudom.

Mini dictionary

John von Neumann University	Neumann János Egyetem
GAMF Faculty of Engineering and Computer Science	GAMF Műszaki és Informatikai Kar
Department of Information Technology	Informatika Tanszék
Department of Innovative Vehicles and Materials	Innovatív Járművek és Anyagok Tanszék
Department of Natural Sciences and Engineering	Alaptudományi Tanszék
Laboratories	Műhelyek, laboratóriumok
Diode laser centre	Dióda lézereközpont
Robotics laboratory	Robottechnika laboratórium
Hydraulics laboratory	Hidraulika laboratórium
Measurment and signal processing laboratory	Méréstechnika és jelfeldolgozás laboratórium
Scada laboratory	Scada laboratórium
Plastic formation laboratory	Képlékenyalakítási laboratórium
Materials testing laboratory	Anyagvizsgáló laboratórium
Heat treatment laboratory	Hőkezelő laboratórium
Welding workshop	Hegesztőműhely

National Holidays

- 01st January – New Year's Day
- 15th March – Anniversary of the Hungarian Revolution's outbreak of 1848
- Easter – Usually in March or April from Good Friday through Easter Monday.
- Pentecost Monday – 50 days after Easter. Usually in May or June.
- 01st May – Labour Day
- 20th August – Saint Stephen's Day (founder of the Hungarian state)
- 23rd October – National Day in memory of the 1956 revolution

- 01st November – All Saints' Day
- 24th December – Christmas Eve
- 25-26th December – 1st and 2nd day of Christmas
- 31st December – New Year's Eve

Holidays

Emergency call

General emergency call number:	112
Ambulance:	104
Fire:	105
Police:	107

Pharmacy on permanent duty:

Name: Szent Benedek Euro Patika

Address: 6000 Kecskemét Kápolna u. 15.

Tel.: +36 (76) 507-992

Opening hours: Monday-Sunday 0 – 24

For more information about pharmacy locations and opening hours, please visit the website below:

patikavilag.hu/kecskemét



Welcome