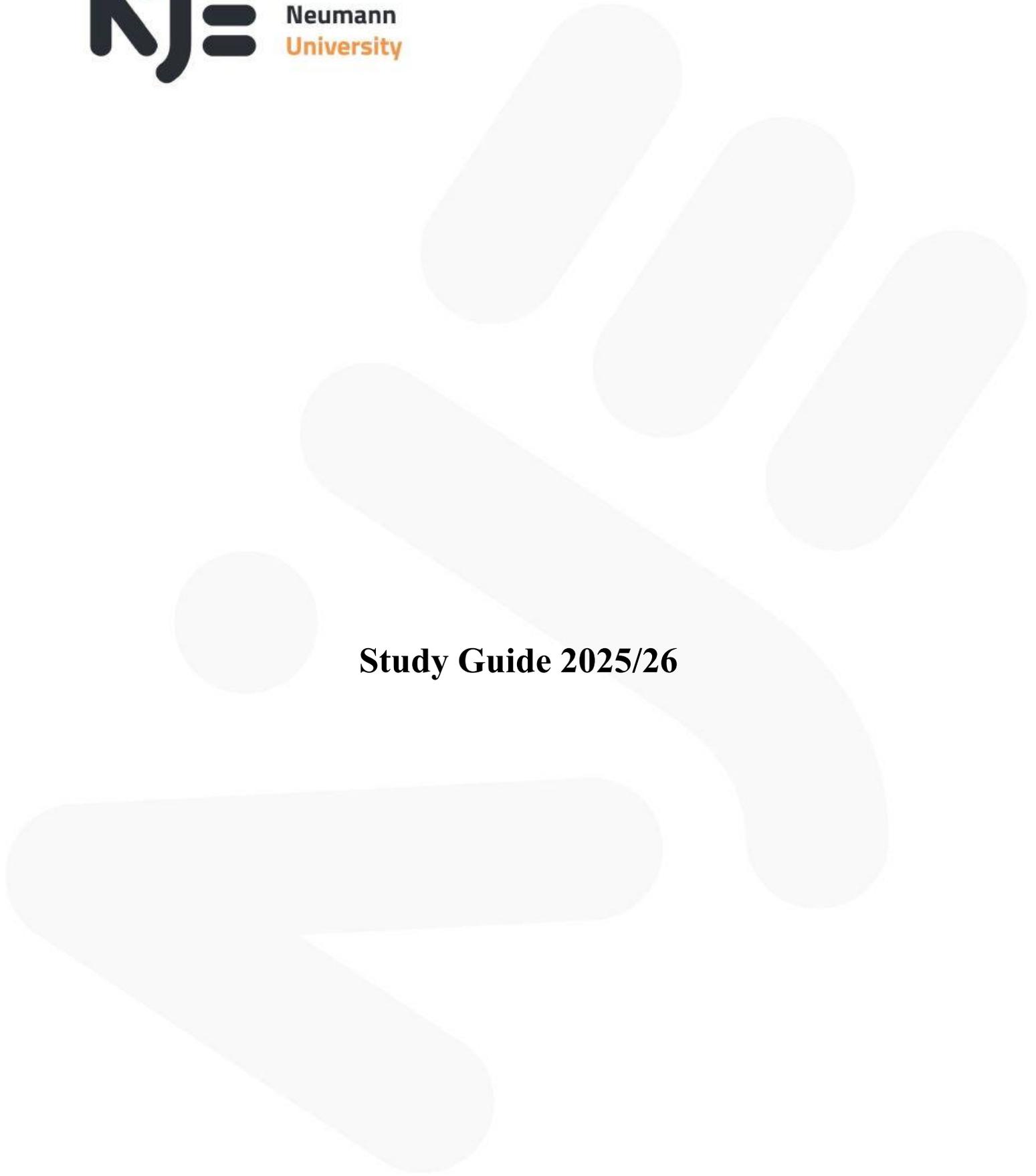




John von
Neumann
University

A large, light gray handprint graphic is centered on the page, with fingers spread. It is composed of several rounded, pill-shaped segments. The text 'Study Guide 2025/26' is overlaid on the palm area of the handprint.

Study Guide 2025/26

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Important information

1. 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.
2. Please remember that after you have arrived and registered in the country, you must sign an **Attendance Sheet** at the International Office (Nemzetközi Iroda) Izsáki út 10. GAMF Dean's Office ground floor (Dékáni Hivatal földszint) in every month.
3. All students are required to take out **health insurance** after arrival!

General information

- Location: John von Neumann University is located at Kecskemét, Izsáki út 10.
 - Which building is where?



- How do you get there?
 - The university is easily accessible by bus number 110, 410,411 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 110, 115, 410,411.

- 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.)

- Monthly pass for students (in Kecskemét)

If you wanted to buy a monthly 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.).

Student monthly pass 100 Ft

Student 90-day pass 300 Ft

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

- Hungary pass

Travel throughout the country with a single pass, unlimited travel on both local interurban buses and trains. You can find more information about Hungary pass at the following link: <https://www.ujtarifa.hu/en>

About Homokbánya dormitory

- Contacts:

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

- 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
- 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.
 - **Accommodation proof**

In Hungary, it is necessary to have an official address, and you have to report that to the Immigration Office. They issue a document to you about your address (**QR code from the Immigration Office**), which you have to present at several places.

- if you have already received the proof of accommodation document, please send it to the International Office via email
- if you have not, please, go the respective Immigration Office after your arrival with the following documents:
 - if you are in Kecskemét:
 - SH dormitory contract, signed by the Head of Dormitory (Mr. Károly Roza)
 - filled out accommodation reporting form, signed by the Head of the Dormitory
<https://oif.gov.hu/storage/media/Formanyomtatv%C3%A1nyok/Sz%C3%A1ll%C3%A1shelybejelent%C5%91/15.%20Notification%20form%20for%20reporting%20place%20of%20accommodation.pdf>

- if you are in Budapest:
 - Márton Áron Dormitory:
 - proof of accommodation (*please contact the dormitory reception for this document*)
 - filled out accommodation reporting form, signed by the Head of the _____ Dormitory (<https://oif.gov.hu/storage/media/Formanyomtatv%C3%A1nyok/Sz%C3%A1ll%C3%A1shelybejelent%C5%91/15.%20Notifika tion%20form%20for%20reporting%20place%20of%20accomm odation.pdf>)
 - Korona Albérletház:
 - certificate of accommodation (if you live there, please, find it attached) filled out the accommodation reporting form, signed by the _____ Head _____ of _____ the _____ Dormitory (<https://oif.gov.hu/storage/media/Formanyomtatv%C3%A1nyok/Sz%C3%A1ll%C3%A1shelybejelent%C5%91/15.%20Notifika tion%20form%20for%20reporting%20place%20of%20accomm odation.pdf>)

If your address will change due to moving, you have to report it to the Immigration Office, via <https://enterhungary.gov.hu/eh/>.

- **Directorate of Academic Affairs – Oktatási és Képzési Igazgatóság (OKI)**
(Izsáki út 10. GAMF Main building (Főépület) 1st floor)
 - 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.
- *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*
- *Training Contracts*

Opening hours:

- Monday: 8.30-11.30
- Tuesday: 13.00-15.00
- Wednesday: 8.30-11.30 and 13.00-15.00
- Thursday: 8.30-11.30
- Friday: 8.30-11.30

Telephone administration

- Monday: 13.00-15.00
- Tuesday: 9.00-11.00
- Wednesday: 13.00-15.00
- Thursday: 13.00-15.00
- Friday: 12.30-13.30

- International Office (Nemzetközi Iroda) Izsáki út 10. GAMF Dean's Office ground floor (Dékáni Hivatal földszint)
 - Scholarship Agreement
 - Residence Permit
 - **Opening hours:**
 - Monday: 8.30-11.30
 - Tuesday: 13.00-15.00
 - Wednesday: 8.30-11.30
 - Thursday: 8.30-11.30
 - Friday: 8.30-11.30

Residence permit:

- After arrival

The residence permit arrives to the university since 2024. You can pick it up at the International Office after enrolment. RESIDENCE PERMITS ARRIVE AT THE UNIVERSITY IRREGULARLY, SO YOU MAY NOT BE ABLE TO PICK IT UP IMMEDIATELY AFTER ENROLMENT. The permit must be collected within 30 days of arrival to Hungary. If the residence permit has not arrived within 20 days of arrival, you must go to the Immigration Office.

You also need to get a QR code from the Immigration Office along with your residence permit. If you have not received this email, you need to fill the following document and have it signed by the Head of the Dormitory.

“Reporting place of accommodation”

<https://oif.gov.hu/storage/media/Formanyomtatv%C3%A1nyok/Sz%C3%A1ll%C3%A1shelybejelent%C5%91/15.%20Notification%20form%20for%20reporting%20place%20of%20accommodation.pdf>

- Extention

During the following years, you can renew your residence permit online. The application for the extension of the residence permit must be submitted at least 30 days before the expiry date. 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. (Residence permit extension:

<https://enterhungary.gov.hu/eh/>)

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](#).*

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.

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

ECTS credits:

1 full academic year = 60 credits

1 semester = 30 credits

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 certificate.

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)!

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. You can find the necessary information below:

1.)

Address: 6000 Kecskemét Rákóczi út 5.

Opening hours:

Monday:	8:00-18:00
Tuesday:	8:00-18:00
Wednesday:	8:00-16:00
Thursday:	8:00-16:00
Friday:	8:00-12:00
Saturday:	Closed
Sunday:	Closed

Contact:

E-mail: 1818@1818.hu
Tel.: **06-1-550-1858**

2.)

Address: 6000 Kecskemét Deák Ferenc tér 3

Opening hours:

Monday:	8:00-16:00
Tuesday:	8:00-16:00
Wednesday:	8:00-18:00
Thursday:	8:00-18:00
Friday:	8:00-12:00
Saturday:	Closed
Sunday:	Closed

Contact:

E-mail: **1818@1818.hu**

Tel.: **+36 1 550-1858**

<https://kormanyhivatalok.hu/kormanyhivatalok/bacs-kiskun/megye/kormanyablak/kecskem-et-6000>

Insurance / Social Security Card (TAJ card only for SH students)

Health Insurance

All students studying in Hungary are obliged to take out health insurance. (In the case of Stipendium Hungaricum Scholarship students, this is the Social Security Card.) Self-funded students can take out health insurance with any insurance company and choose from different packages. Based on experience, **Swisscare** is the most widely accepted among companies if you want to take on work. (You can take out online.) - <https://swisscare.com/>

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 Directorate of Academic Affairs – Oktatási és Képzési Igazgatóság (OKI).

1. TAJ card

If you already have had a TAJ number/TAJ card, you must report it to the Directorate of Academic Affairs (OKI), type its number into the Neptun system.

Please, keep in mind that the TAJ card has an expiry date! If it's expiring, you must renew it, by filling out a form:

- by hand:

https://www.neak.gov.hu/pfile/file?path=/nyomtatvanytar/nyomtatvanytar/kezi_kitoltes/NYT.53.K&inline=true

- by typing:
https://www.neak.gov.hu/nyomtatvanytar/Igenylolap_a_Tarsadalombiztositasi_Azonosito_Jel_et_igazolo_Hatosagi_Igazolvany_kiadasahoz -> “Gépi kitöltés”

You can handle it by yourself, at the following addresses:

- if you study in Kecskemét: 6000 Kecskemét, Izsáki út 8.
- if you study in Budapest: 1139 Budapest, Teve u. 1/a-c.

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.

More information: <https://nav.gov.hu/en/main-tiles/how-to-apply-for-a-tax-card>

Completion guide: https://nav.gov.hu/en/taxation/taxpayer_registration/general-information-for-foreign-citizens-new: 24T34 Completion guide document – please do not worry, the form has 25T34 on the top.

You can find the form for the application here:

https://nav.gov.hu/nyomtatvanyok/letoltesek/nyomtatvanykitolto_programok/nyomtatvanykitolto_programok_nav/25T34 (The name of the document is: ‘25T34 – Nyomtatványkép’)

If you filled the form, you can handle it personally:

- if you study in Kecskemét:

<p>NTCA Bács-Kiskun County Tax and Customs Directorate Central Customer Service:</p> <p>6000 Kecskemét, Kurucz körút 16.</p>	<p>Open:</p> <p>Monday: 08.30–18.00</p> <p>Tuesday: 08.30-12.00</p> <p>Wednesday: 08.30–18.00</p> <p>Thursday: 08.30–12.00</p> <p>Friday: 08.30–11.30</p>
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- if you study in Budapest, we recommend to go to:

<p>NTCA North Budapest Tax and Customs Directorate Central Customer Service:</p> <p>1139 Budapest, Dózsa György út 128-132.</p>	<p>Open:</p> <p>Monday: 08.30–18.00</p> <p>Tuesday: 08.30–12.00</p> <p>Wednesday: 08.30–18.00</p> <p>Thursday: 08.30–12.00</p> <p>Friday: 08.30-11.30</p>
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After you received the TAX ID, please inform the Directorate of Academic Affairs (OKI) as they will record it in Neptun (Bernadett Palotai – palotai.bernadett@nje.hu, Nikolett Pászti – paszti.nikolett@nje.hu)

Academic calendar:

2025/2026. Fall semester (I. Semester)

Registration week:	08.09.2025. – 12.09.2025.- Registration for subjects (No education)
Education starts:	15.09.2025. – Education starts
Opening Ceremony:	08.09.2025.
Study period:	15.09.2025. - 13.12.2025
Exam period:	15.12.2025. – 20.12.2025. - Exam period 22.12.2025. – 04.01.2026. - Holiday

Final examination period:	05.01.2026. – 31.01.2026. - Exam period 02.02.2026. – 07.02.2026. till 06.01.2026. (for Master's applicants)
Graduation ceremony:	20.02.2026.

2025/2026. Spring semester II. Semester

Registration week (No education)	16.02.2026. – 21.02.2026.
Study period:	23.02.2026. - 23.05.2026.
Exam period:	25.05.2026. – 27.06.2026.
Final examination period:	22.06.2026. – 27.06.2026. In MBA programme: 29.06.2026-01.07.2026.
Graduation ceremony:	10.07.2026.

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.

Opening hours:

Monday to Thursday: 9:00 – 18:00

Friday: 9:00 – 14:00

Adress: 6000 Kecskemét, Izsáki út 10.

Tel.:

- Borrowing: (+36-76) 516 362
- Information: (+36-76) 516 363

<https://kik.nje.hu/szolgalattasok/beiratkozás-es-ahhoz-kötött-szolgalattasok>

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, JvNU students have participated in men's and women's volleyball, men's and women's futsal and men's handball teams!

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@nje.hu

Psychologist at the University:

Psychological and mental health counseling is available at John von Neumann University. This service is free for all students who feel they are facing a difficulty that is a source of excessive stress.

The psychologists at our university are:

- Dóra Kristofóri - certified psychologist
- Ágnes Modok - counseling expert psychologist

Psychological Counseling

We offer free, confidential, one-on-one counseling for anyone looking for support in difficult life situations.

In what cases can we help?

- developing self-awareness
- life-crisis
- relationship conflicts, integration difficulties
- difficulties in time management
- difficulties related to studies
- overwhelming experiences, fears, anxiety
- stress management, crisis situations
- other

Appointment booking: pszichologus@nje.hu or 0676/516-470

Whether the difficulty is small or large, there is someone you can turn to. We are here for you!

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.

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.

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.

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.

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.

"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.
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.

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
Measurement 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	Hegesztóműhely

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

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