



# Guidebook

for incoming (Erasmus) students

Eötvös Loránd University  
Faculty of Law and Political Sciences



ELTE  ÁJK  
ÁLLAM- ÉS JOGTUDOMÁNYI KAR

# *Main building of ELTE Law School*



# *Learning Agreements*

Many of you have already sent your Learning Agreements / Online Learning Agreements (OLA) to get a signature from our side. Here are the precise contact details of our University to include in them:

HOST INSTITUTION:

Eötvös Loránd University

Address (if asked for): Egyetem tér 1-3, 1053 Budapest, Hungary

Erasmus identity code (if asked for): HU BUDAPES 01

Responsible (and also contact) person's name: UDOVECZ, Akos (Mr.)

Responsible person's title/function: Erasmus coordinator

Responsible persons email address: [incoming@ajk.elte.hu](mailto:incoming@ajk.elte.hu)

Responsible person's phone number: 36 1 483 8015.

And I am also the „contact person” in the OLAs



# *Learning Agreements*

- From our side there is no any deadline to ask for my signature – but your university might have a deadline for this that you need to keep! You can send your LA's scanned copy by email to [incoming@ajk.elte.hu](mailto:incoming@ajk.elte.hu) and you will get back the signed copy the same way (scanned) by email and of course I can sign your OLAs online too.
- Or you can also bring it with you for the personal registration and ask for my signature than (or even later during the semester)! It is totally up to you!
- If I do not sign your OLAs within a couple of weeks please send me a reminder email.



# *Erasmus Regulations*

Here you can find the regulations that our ERASMUS students have to follow. Also you can find information on the grading and credit system of our Faculty. Please study it carefully!

[https://www.ajk.elte.hu/en/studying\\_here/regulations](https://www.ajk.elte.hu/en/studying_here/regulations)

[https://www.ajk.elte.hu/en/studying\\_here](https://www.ajk.elte.hu/en/studying_here)





# *Personal Registration (06 February)*

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The semester officially starts with the **personal registration on 06 February (Tuesday)** taking place in **lecture hall I.** ( main faculty building, first floor , room 106 = **SOMLÓ AUDITÓRIUM**)

Details will be available here: [https://www.ajk.elte.hu/en/studying\\_here/registration](https://www.ajk.elte.hu/en/studying_here/registration)

IF FOR ANY REASON YOU CAN NOT ARRIVE TO BUDAPEST FOR THE PERSONAL REGISTRATION, SEND AN EMAIL TO [incoming@ajk.elte.hu](mailto:incoming@ajk.elte.hu) AHEAD!

The registration itself will be very simple. Basically you identify yourself with either your **VALID PASSPORT** or **VALID ID CARD**, sign your own registration form, that you had sent earlier by email and present for signature the arrival certificate that your university requires to be signed (not all of your universities require this, so do not be scared if you do not have such form!). You can also bring your learning agreement with you to have it signed if you have not sent it earlier by email.



# *Personal Registration*

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When coming to the personal registration, please bring your **ID card or passport** with you and **if your university needs me to sign any documents, please print them in advance!**

If you have an **arrival/enrolment certificate**, please fill in the information that applies to you. (E.g. your name, home institution, etc.)

**IT WILL NOT BE EASY TO GO THROUGH IN TIME WITH THE PERSONAL REGISTRATION IN ONE DAY SO I NEED YOUR COOPERATION!**

**PLEASE ARRIVE ON TIME, BE CALM AND BE PREPARED!**



# *Orientation Week (05 – 09 February)*

You will find the details later here: <https://www.elte.hu/en/orientation>

Main events of the orientation week:

- Our Faculty orientation meeting 07 February (Wednesday) at 10.00 – 12.00am in lecture hall I. (main building, first floor , room 106 = SOMLÓ AUDITÓRIUM)
- Official opening ceremony on Thursday
- Info market on Thursday
- At the info market you can:
  - learn more about the various activities (sports, dance, Hungarian language) that you can join,
  - learn more about the courses that our other faculties offer you,
  - meet the representatives of the Disability Center, ESN ELTE and so on





# *Faculty Orientation Meeting*

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**On 07 February (Wednesday) morning between 10.00 – 12.00am** the incoming international coordinator (Mr. Akos Udovecz) shall meet all of you personally for a detailed discussion on all important issues related to the start of the semester.

We shall talk about the course registration, the main rules of attending, the types of courses, the schedule of the semester, the registration procedure (or for some of you the residence permit application procedure) at the Immigration Office and other useful things you need to know concerning the start of the semester.



# *Course Registration*

We use a **two phase course registration system to provide equal opportunities for everyone** to join the courses regardless the time of the actual registration.

I shall send your Neptun codes and passwords by email in January, well ahead of the semester start and you shall be able to register for your courses in the Neptun system right after your personal registration on the orientation week.

**Neptun** is our online study management system:

<https://www.elte.hu/en/neptun>

Students who have already arrived in the fall semester can do the course registration online also from home within the given registration periods.



# Course Registration

The ***first phase*** of the course registration will be active from 05 February (Monday) till 08 February (Thursday) afternoon 16.00 pm. **You need to register online for your courses within this period!** The system closes down on Thursday at 16.00pm and rearranges the names in all courses separately in a random order so **it will not matter if you do your actual registration in the system later than others within the given period.** On Thursday evening you can check your Neptun account to see if you could get into all the courses you registered for because it can happen that more students try to register than the number of the available places and you are cut from the list.

If this happens than comes the **second phase!** It starts from 09 February (Friday) 16.00pm and lasts until 16 February (the following Friday) 16.00pm – from the start of this second phase the system will offer some additional places to all courses so you can have another try but **this time it will work on a first come first served basis** so be fast! If this attempt is also unsuccessful than choose another course(s) where there are still available places.

In those **exceptional cases** when it is essential for you to join a course because you can transfer the grade acquired in that particular course to your home university and you could not register for it even in the second round you can contact me to register you for that course!



# Course Registration

**During the first week of classes** (starting from 19 February - Monday) you will have one last opportunity to make changes in your registered courses. This is a sort of *trial week* when you can check the chosen courses and if you do not happen to like them you can switch to another. You will not be able to do this in Neptun any more by yourself but I am still able to register you for new courses IF there are vacant places in that particular course (and I can also drop courses for you) so contact me during this week with these requests. You can come either personally to my office or write me an email.

**Also you can decide later to join BLOCK SEMINARS** starting later in the semester. Just let me know any time during the study period that you would like to attend them and I shall register you IF THERE ARE STILL AVAILABLE PLACES LEFT!

**It can happen that you shall not be able to join all those courses that you named in your learning agreement so be flexible and prepared to choose other courses that you might also like!**

And do not worry about your Learning Agreements (LA) because there is a “During the mobility” section in them where you will be able to list all the modifications you make compared to the original list of chosen courses in the “Before the mobility” part of your agreements! You need to make these modifications in your LA until the end of the lecture period the latest.



# Academic Calendar

- **05 – 09 February:** orientation programs
- **06 February:** personal registration
- **12 – 18 February:** free week
- **19 February – 17 May: lecture period**
- **27 March – 02 April :** spring break
- **20 May – 05 July:** exam period (for your information: the exam period is mostly for the local students. **You shall have your exams on the last lesson of your courses in the last week of the lecture period or you will have to hand in an essay by this time** – depending on the type of assessment your lecturer chooses. You can ask the lecturers in the first lesson about what type of assessment you can expect at the end of the courses. In case retakes are needed those shall be arranged for the first week of the exam period.)
- It also means that most probably you shall be finished with your exam duties by the end of May and if you wish you can safely prepare to leave for good after 20 May. Be aware that your Erasmus grants are calculated by your home university until the date of your actual departure from Budapest! You can also decide to stay up until the end of the exam period as formally it is also part of the semester (in general: you are free to decide when to leave after your last exam just be aware that the ERASMUS grant shall be calculated till the date of your actual departure)



# *Course List*

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The finalized course list shall be found here from mid-December (slight changes might occur – I shall let you know if that happens):

[https://www.ajk.elte.hu/en/studying\\_here/courses\\_foreign](https://www.ajk.elte.hu/en/studying_here/courses_foreign)





# *Timetable*

- Once I receive the final schedule of the spring semester I will put together a timetable for you to see which courses start at the same time! I will forward this to you as soon as I can.



# *Student Mentors*

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You can expect to get contacted individually by your appointed student mentors from ESN ELTE before the start of the spring semester by email.

<https://www.esnelte.hu/>



**ESN ELTE**



# Accommodation, Dormitories

ELTE offers places for the foreign students as well on a reasonable price in its 9 dormitories but we can not guarantee a place for everyone as a lot of foreign students shall arrive. Therefore please be prepared to find a place for yourself if you can not get a place in one of our dorms. You can easily find accommodation for yourself on your own (or with the help of your student mentor) These **FACEBOOK** groups for example can be useful in the search: *Apartments/roommates in Budapest* or *Flats for Erasmus in Budapest*.

Here are some other sources:

- <http://www.srs-budapest.hu/>
- [housinganywhere.com](http://housinganywhere.com), [spotahome.com](http://spotahome.com)
- <http://apartmentrent.lakasponingatlan.hu/apartments-for-rent>
- <https://www.wg-gesucht.de/en/>



You can ask assistance from our **Housing office** too to help you find a room: <https://www.elte.hu/en/housing-office>

Application for a dormitory placement: <https://www.elte.hu/en/student-residence-halls/registration>

General information on the dormitories: <https://www.elte.hu/en/student-residence-halls>

**(I personally advise you to rent a room/apartment from the real estate market!)**



# *Registration at the Immigration Office*

- **Those of you coming from EEA (European Economic Area) countries** will not have to get a residence permit to stay in Hungary for longer than 90 days.
- Nevertheless EEA citizens are required to report their stay to the competent regional directorate of the Office of Immigration and Nationality by supplying their personal data up until the end of the 3rd month from their arrival the latest.
- Here you will find detailed information on how to manage this:
- <https://www.elte.hu/en/visa-procedure/eea>
- **Those of you who arrive from outside of the European Economic Area** will need a residence permit as you are expected to stay longer than 90 days!
- Those of you who does not need a visa to enter Hungary can submit the residence permit application here in Budapest too within 30 days of your arrival!
- Nevertheless you can also contact one of the Hungarian embassies/consulates in your country to ask their advice in the issue of the residence permit application!
- More on this can be found here: <https://www.elte.hu/en/visa-procedure/non-eea>

We will talk about these issues on the orientation meeting, I am sending this to you now only to help you getting familiar with the requirements. Nothing needs to be done until your arrival in this respect!



# *Law Faculty Library*

The use of our Faculty library (ground floor, main building) is free of charge.  
You can also use their scan capacity free of charge!

<https://www.ajk.elte.hu/en/library>

[EKL WebApp \(elte.hu\)](#) – registration here





# Joining the Faculty Library

Register at **ELTE Könyvtár WebApp** (Library App)

[https://libraryservices.elte.hu/app\\_virtual-library-card/home.php](https://libraryservices.elte.hu/app_virtual-library-card/home.php)

Fill in the registration form (registration into University Library Service)

- Click on the link you received after the registration
- Log into the App (can be done with NEPTUN code too)
- At the Membership Menu: select the Library you would like to use.
- (The Library knows about You – your registration can be processed in 1 day.
- You receive an e-mail about the successful enrolment.
- Show your e-library card (on your phone) when you come to the Library.
- Checking the data PERSONALLY: the enrolment is finished when you visit the Library for the 1st time: → data of your student card and address card are checked by the Librarian at the entrance counter.
- If you have a bit more complicated question than contact

**Ms. Dorottya Kocsis** [dorottya.kocsis@ajk.elte.hu](mailto:dorottya.kocsis@ajk.elte.hu)

from the library. She speaks English.





# *QUAESTURA OFFICE*

- This is the central administrative office of ELTE where you can collect your students cards and other documents
- It is located opposite the main building of the Law Faculty at Egyetem square 5. (The place called ELTE SHOP)



# *Places where you can Print/Copy/Scan*

## Copy Guru

<http://www.copyguru.hu/en/>

(Their closest shop to the faculty is at Baross street 3. – behind the huge glass office building at Kalvin ter)

<https://www.google.hu/maps/place/Budapest,+Baross+u.+3,+1082/@47.4892606,19.0613083,17z/data=!3m1!4b1!4m5!3m4!1s0x4741dc5a54915715:0x14a908fc2d05535!8m2!3d47.489257!4d19.063497>

## Mini copy - Kálvin

Baross street. 6.

<http://minicopy.hu/>

## **LAW BOOK SHOP IN BUILDING „B”**

Also you can use the copy and print capacity of the Law book shop in the ground floor of the „B” building (Kecskeméti street 10-12) – entry is next to the elevator.



# *Counselling service at the faculty*

The counselling service is here to help you gain understanding of difficulties you face in your everyday life, studies and relationships.

## **About counselling**

You are welcome to contact our counselling psychologist. In individual counselling, you meet a psychologist and elaborate on a difficulty or question you have. The professional can help you place your experience in context, explore your feelings and situation from different aspects so that you can make choices that are best for you.

## **Issues brought to counselling**

There is a great variety of problems addressed in counselling like

- issues related to academic life
- questions related to family
- issues in interpersonal and intimate relationships
- difficulties in adjusting to new environment
- optimising coping mechanisms
- developing assertiveness



# *Counselling service at the faculty*

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## **How counselling works**

The first step towards counselling is getting in touch with us. We make an appointment for a consultation during which you and your counsellor can develop a clearer understanding of your problem and think together about how you might move forward. Normally, this consultation lasts between one and three sessions. Should you need further individual counselling, your counsellor suggests a plan for you to work together on the given difficulty. Sessions are normally scheduled weekly or biweekly and each session last approximately 50 minutes.

## **Confidentiality**

Maintaining confidentiality is of high priority in counselling. All information you share with your counsellor will be kept private.

## **Get in touch**

You can contact the psychologist (Ms. Orsolya Handa) to have an appointment for your first counselling session via email.

Office: Kecskeméti u. 10-12., 2nd floor, room 203

E-mail: [tanacsadas@ajk.elte.hu](mailto:tanacsadas@ajk.elte.hu)



# *End of Semester, Departure*

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Towards the end of the lecture period you shall receive detailed information by email on what to do and what to expect at the end of the semester.



# *Other Useful Information*

- You can expect the Hungarian student mentors getting in touch with you before the start of the semester by email! Do not hesitate to contact them if you have problems/questions before and during the semester!
- **You can take part in general Hungarian language courses free of charge** (and English language courses too fair price) **during the semester**. For detailed information see:  
<https://btk.elte.hu/general-hungarian-classes-info>
- **WIFI** is provided free of charge in the buildings of the university + **EDUROAM** is also available with your own login/password  
<https://www.esnelte.hu/wifi-setup-elte>
- Check out this site also for a lot of practical information :  
<https://www.elte.hu/en/practical-matters>

