Practical information for LL.M students
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Welcome!

It is a pleasure to welcome you at ELTE University. We are proud that you have chosen our university as your temporary new academic environment. We hope to make your stay in Budapest an exciting and valuable experience. Being one of the major universities in Hungary, our university can provide you with high-quality academic teaching. We wish you a fruitful stay in ELTE and hope that you will feel at home with us. May this be a unique experience which inspires you to come back for a visit to Budapest and ELTE University at any time!

I. Enrollment for LL.M students

Wed., September 4, 2014, 1:00 PM
Office: Faculty building in Kecskeméti utca 10-12. (in the lobby of the building you will find further information in which room enrollment will take place)

Which documents to bring?

- original diploma or its certified copy and a copy of the diploma
- original certification of your English language or its certified copy and a copy of it
- an ID photo
- identity card and a copy of it
- enrollment form from Neptun

**NEPTUN System** Neptun is an uniform documentation system for students and lecturers that all students are bound to use. It is a virtual space to register for exams, to download teaching material, to see the results of your exams. You will get a Neptun code from Educational Management Office in the middle of August by e-mail. In order to get acquainted with the functioning of Neptun, please consult the Neptun user guide at:

[HWEB_EN_Neptun_user_guide_for_students](https://neptun.elte.hu/)

You can get more information about Neptun go to: [https://neptun.elte.hu/](https://neptun.elte.hu/)
II. Course registration

You can only register for courses if you are in active state in NEPTUN.

Opening hours for course registration:

28/8/2014, 7.00 PM – 12/9/2014, 4.00 PM

Subjects of the first semester:

- The institutional fundamentals of the European economic integration, the basics of legal approximation, introduction to international business law
- Free movement of goods and persons
- Free movement of services and capital
- EU competition law
- The recent case-law of the European Court of Justice
- Legal English Writing

Please note that Legal English Writing is a practice oriented seminar where your presence is needed.

Alternative courses (it means that you can register either for the first or for the second course and can not take both):

- European consumer protection law

OR

- Social policy and social rights in the EU

Please note that the number of participants for each group is limited. If the limit is reached for the course you wanted to join you have to choose the other course.

After selecting the courses make sure the courses list is correct, print it out and keep it.
III. Opening ceremony

The official opening ceremony of the LL.M program will take place Friday, September 12, 2014, 4:00 PM
Egyetem tér 1-3, Budapest 1053, 1st floor Aula Magna, “A” Building

IV. First day of teaching

Friday, September 12, 2014, 9:00 AM
Kecskeméti utca 10-12, Budapest 1053, 2nd floor, room B/7, „B” Building

V. Tuition fee for the European and International LL.M program

The tuition fee for the 2014 / 2015th academic year is Ft 300,000 per semester. The fee for the first semester is to be paid no later than 15 October 2014.

INPAYMENT

Bank Transfer - from any bank account to the ELTE’s Collector account.
How to do the transfer:

1. All money has to be transferred to the Collector account of ELTE. The information you need are:

   Who you transfer to: Eötvös Loránd Tudományegyetem
   Collector account number: 10032000-01426201-01120008
   Topic/information: NK-Your Neptun code
   The amount of money: 300 000 HUF
   IBAN: HU22 1003 2000 0142 6201 0112 0008

2. You have to waiting for the message that informs you about the success of the transfer (The transferred money appears in the Neptun in 1-2 days you can see it here: https://neptun.elte.hu->Finances->Payment)

3. You have to approve of the transfer (the real inpayment of the item you want to pay off).

   After the money appeared, you’ll need to check the square which is next to your dues, then click on ‘next’, and then on ‘pay in’ – if you have the message ‘Successful payment’, then the money is paid.
Contacts: toth.ildiko@ajk.elte.hu OR quaestura@quaestura.elte.hu

VI. Student ID

Student card application (first one or lost)

1. You have to go to an Office of Government Issued Documents (short term: Registration Office.) In Hungarian we call it Oktánya; here is a list about where you can find one nearby: http://www.kozuleti.com/hun/hasznos.php?m=okmany
   There they will take a photo of you and have your main data registered. You get a form with a unique code on the top right corner called NEK identifier. (Just tell them you would like to apply for a student card (diákigazolvány in Hungarian) and they will help.

2. You have to register your application in Neptun:
   Administration -> student card request -> add new
   Here you can type in your NEK identifier;
   If you choose your Hungarian address (do this only if you have a Hungarian permanent address with the official card – a greenish one)–the card is going to be posted to this Hungarian address; in case if you give your home address (your permanent address in your country) because you do not have an official Hungarian address - the card is going to be posted to the Registration Office, where you applied for the NEK form.
   Do not choose a second institution when you fill out the request.

3. The price of the card (1400 huf) will appear on your joint account in maximum 2 weekdays. You can check this in the NEPTUN system (Finances->Payment).

4. You can fulfil the payment through a transfer to

   Eötvös Loránd Tudományegyetem
   IBAN: HU22 1003 2000 0142 6201 0112 0008
   SWIFT: MANEHUHB
   BIC: HUSTHUHB
   Currency: HUF
   Notice/Topic: NK- your neptun identifier code with capital letters
   Amount: 1400

   The amount is going to be on your NEPTUN joint account in 2-3 weekdays. When it is there (you get a system message about that) you go to Finances -> Payment here you insert the amount and click on "pay in". After you have paid your card is hopefully ready in 2-3 months if uncomplicated. Meanwhile you can go to Questura Office (1056, Budapest, Szerb Street 21-23.) for a temporary student card, which is valid for 60 days, so you may have to go for this more than once.
Also if you have any questions it is safer to go the office with your NEK form so the administrator can help in applying for the card.

VII. **Information about exams and teaching material**

Active period: 8/9/2014 – 12/12/2014

The exam period: 15/12/2014 – 30/01/2015

**The latest possible time for registration is 24 hours before the exam.**

During the first semester you will have 5 exams. Please note that some subjects are joint for examination. Under the exam period the following exams will take place:

Introduction into international business law and European economic law (joint exam)

Free movement of persons and goods (joint exam)

Free movement of services and capital

Competition law

Recent case law of the European Court of Justice

As **English Legal Writing** is a seminar, you do not have to register for exam for this subject but will receive a mark at the end of semester.

For preparing to the exams you are invited to consult

- reading material on the CD you can take over at the JTI
- ppt of courses uploaded to Neptun (not all lecturers use ppt presentations, it is the free choice of the lecturer
- your notes taken during lectures

The DVD containing the reading material for the autumn semester will be distributed mid-September.
VIII. **Thesis requirements for the LL.M program**

A requirement of the LLM program is the submission of a thesis approved by a thesis supervisor. The thesis supervisor must be a Faculty member or an external lecturer of the LLM program. In certain cases the Professor in charge of the LLM program might authorise the involvement of an external supervisor if justified by the specificity of the subject-matter of the thesis.

The thesis proposal (title of the thesis) must be approved by the thesis supervisor by **13 March 2015**.

The thesis must be an independent research essay of 40 pages approximately (80 000 typewritten characters).

Students should work with the thesis supervisor to plan a timetable for submitting drafts for review so that the final approval can be achieved in a timely fashion.

The thesis must be submitted in paper format (hard copy) by **5 June 2015** to the JTI – Judit Fasi - after the thesis supervisor has given her/his final written approval for the thesis.

The thesis supervisor must give a written evaluation of the thesis for the final exam.

The thesis must be defended at the final exam. It will be graded by the final examination board which takes into account of the grading proposal of the thesis supervisor.

The thesis must be graded from 1 to 5.

**FORMATTING REQUIREMENTS OF THE THESIS**

- Use a font size of approximately 12. The only exceptions to this font size are footnotes (not smaller than 9 point) and headings (not larger than 20 point);
- Black text is recommended;
- A table of contents is required;
- Chapters should follow a logical outline, with a clear distinction between chapters and main heads within chapters;
- Textual notes that provide supplementary information, opinions, explanations or suggestions that are not part of the text must appear at the bottom of the page as footnotes. The same is applicable for references to works cited;
- A bibliography, references, or works cited is required;
- Any of the standard style manuals may be used as a guide in formatting references to works cited in the thesis.

You have to fill the Declaration of Originality form. You can find it on our website.
IX.  **State exam**

The state exam will take place between **22 June 2015 – 26 June 2015**. In order to be admitted to the state exam you have to

- have acquired all 55 credits
- have submitted your thesis approved by your supervisor

The state exam is composed of three parts:

- Defence of the thesis
- Oral exam in internal market law (free movement of goods, persons, services and capital, competition law)
- Oral exam in transnational commercial law (regulation of contracts for the international sale of goods, international and European harmonisation of contracts, international commercial arbitration, the law of multinational enterprises)

X.  **Library**

The Library's resources are available to LL.M students. There is a selection of recently published books in European and International business law that has been ordered especially for this program. Please remember to carry your ID card with you at all times.

**Opening hours**

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<thead>
<tr>
<th>Day</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Monday</td>
<td>9.00-19.00</td>
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<td>Tuesday</td>
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<td>Friday</td>
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<tr>
<td>Saturday</td>
<td>9.00-16.00</td>
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<tr>
<td>Sunday</td>
<td>Closed</td>
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</tbody>
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*Address: 1053 Budapest Egyetem tér 1-3 Ground floor*

XI. **Conferences, international seminars**

We will provide you with information about English-speaking conferences and workshops you might attend as student of our Faculty.

A major international conference will be held on Transnational Commercial Law on 16-17 October 2014, please save the date for that event.

XII. **Contacts**

The general contact – Judit Fasi - will help you to succeed in your LLM studies. You can find her in Jogi Továbbképző Intézet, room 303, 3rd floor in the „A” Building Egyetem tér 1-3 Budapest 1053.

Fási Judit
General contact - JTI
Technical issues regarding the programme
Room 303, 3rd floor, „A” building Egyetem tér 1-3 Budapest 1053
fasi.judit@ajk.elte.hu

Dr. Somssich Réka
Academic coordinator of the programme
somssichreka@ajk.elte.hu

Dr. Kóczián Lilla
Administrator of the Office for Education Affairs
koczianlilla@ajk.elte.hu

XIII. **Housing - Finding your private accommodation**

Partner real estate agencies:
Please have a look at the list of our partner real estate agencies and some basic information about them. These agencies help you find the right place for your stay in Budapest. When you contact the agencies, please mention that you are a student at ELTE. Please note that the amounts given are a rough estimate of the rental fee without any utility costs.

1. [www.huniversity.hu](http://www.huniversity.hu), e-mail: info@huniversity.hu
   (Room, flat and flatmate finding very reliable company)
2. [www.srs-budapest.hu](http://www.srs-budapest.hu), e-mail: info@srs-budapest.hu
   (Rooms and flats available at around 200-230 EUR per person per month)
3. [http://ihomes.hu/](http://ihomes.hu/), e-mail: flat4rent.budapest@gmail.com
   (Rooms and flats available at around 200-250 EUR per person per month)

   (Rooms and flats available at around 300 EUR per person per month)

5. [www.tower-rentals.com](http://www.tower-rentals.com), e-mail: info@tower-rentals.com
   (Flats available at around 400-600 EUR per flat per month)

If you are a doctoral student and you are staying in Budapest only for a short period of time, you may contact the following real estate agency:

[www.hospitalityinbudapest.com](http://www.hospitalityinbudapest.com), e-mail: info@hospitalityinbudapest.com
(Studios and 1-2-3-bedroom flats available for short term - from 3 nights to 2 months - at around 40 EUR per flat per night or 300-400 EUR per flat per month)

For a short stay:
As a temporary solution, you may contact the following hostel. In order to get a discount, please do not forget to mention that you are a guest student at ELTE University:

[www.casadelamusicahostel.com](http://www.casadelamusicahostel.com), e-mail: hostel@casadelamusica.hu
(Bed available for 6-5-7 EUR per person per night)

The hostel and the agencies can provide you with all information in English.

Dormitory rooms for the whole semester:
In addition, our university offers dormitory rooms designed for two persons (at around 120-150 EUR per person per month). Please note that this option is only available for a whole semester and the number of places is limited. If you are interested in this possibility, please contact Prof. Dr. Tibor Seifert, the Director General of the Dormitories via email at seifert@kollegium.elte.hu.


We are looking forward to meet you at ELTE!