• Educational and non-educational coordinators, useful contacts slide 3-10
• Neptun slide 11-12
• Education related tasks and issues slide 13-24
• Academic calendar and useful websites slide 26-27
• Stipendium Hungaricum Scholars - useful information slide 29-32
• PhD Students- useful information slide 34
• Health related issues slide 36-41
• Campus map slide 43
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

<table>
<thead>
<tr>
<th>Full Degree BSc, MSc Economic and Social Sciences courses, Hungarian Lang. Prep. Course-Registrar’s Officer</th>
<th>Enikő Prokaj, PhD</th>
<th><a href="mailto:prokaj.eniko@uni-mate.hu">prokaj.eniko@uni-mate.hu</a></th>
<th>Mon, Wed, Fri 09:00-12:00</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Gödöllő, Main Building, ground floor, room 20-21</td>
<td>Phone: +36 28 522 000 / 1605</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Full degree Agricultural and Environmental Sciences courses, FAO - Registrar’s Officer</th>
<th>Kinga Püspök-Szabados</th>
<th><a href="mailto:puspokne.szabados.kinga@uni-mate.hu">puspokne.szabados.kinga@uni-mate.hu</a></th>
<th>Mon, Wed, Fri 09:00-12:00</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Gödöllő, Main Building, ground floor, room 20-21</td>
<td>Phone: +36 28 522 000 / 1655</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Full Degree BSc, MSc Mechanical Engineering, MSc Engineering management - Registrar’s Officer</th>
<th>Melinda Zsófia Fülöp</th>
<th><a href="mailto:fulop.melinda.zsofia@uni-mate.hu">fulop.melinda.zsofia@uni-mate.hu</a></th>
<th>Mon, Wed, Fri 09:00-12:00</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Gödöllő, Main Building, ground floor, room 20-21</td>
<td>Phone: +36 28 522 000 / 3870</td>
</tr>
</tbody>
</table>
# Non-educational coordinators, SH coordinators

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
<th>Address</th>
<th>Phone</th>
<th>Office hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIRECTOR OF INTERNATIONAL RELATIONS CENTER:</td>
<td>Zsuzsanna Tarr, PhD</td>
<td><a href="mailto:tarr.zsuzsanna@uni-mate.hu">tarr.zsuzsanna@uni-mate.hu</a></td>
<td>Gödöllő, Main building, ground floor, room 29-31.</td>
<td>+36 28 522 000 / 1017</td>
<td>Mon-Thurs 13:30-15:00</td>
</tr>
<tr>
<td>Institutional Coordinator for Erasmus, CEEPUS</td>
<td>Zsuzsanna Tarr, PhD</td>
<td><a href="mailto:tarr.zsuzsanna@uni-mate.hu">tarr.zsuzsanna@uni-mate.hu</a></td>
<td>Gödöllő, Main building, ground floor, room 29-31.</td>
<td>+36 28 522 000 / 1017</td>
<td>Mon-Thurs 13:30-15:00</td>
</tr>
<tr>
<td>Stipendium Hungaricum</td>
<td>Csilla Kánai</td>
<td><a href="mailto:kanai.csilla@uni-mate.hu">kanai.csilla@uni-mate.hu</a></td>
<td>Gödöllő, Main building, ground floor, room 29-31.</td>
<td>+36 28 522 000 / 1014</td>
<td>Mon-Thurs 13:30-15:00</td>
</tr>
<tr>
<td>Student Services – non-educational issues</td>
<td>Judit Tallárom-Czingili</td>
<td><a href="mailto:tallaromne.czingili@uni-mate.hu">tallaromne.czingili@uni-mate.hu</a></td>
<td>Gödöllő, Main building, ground floor, room 29-31.</td>
<td>+36 28 522 000 / 3882</td>
<td>Mon-Thurs 13:30-15:00</td>
</tr>
<tr>
<td>Erasmus Coordinator for incoming students and staff</td>
<td>Edit Szabadszállási</td>
<td><a href="mailto:erasmus-in-godollo@uni-mate.hu">erasmus-in-godollo@uni-mate.hu</a></td>
<td>Gödöllő, Main building, ground floor, room 29-31.</td>
<td>+36 28 522 000 / 1027</td>
<td>Mon-Thurs 13:30-15:00</td>
</tr>
<tr>
<td>Mentor Coordinator</td>
<td>Zsuzsanna Helai</td>
<td><a href="mailto:helai.zsuzsanna@uni-mate.hu">helai.zsuzsanna@uni-mate.hu</a></td>
<td>Gödöllő, Main building, ground floor, room 29-31.</td>
<td>+36 28 522 000 / 2167</td>
<td>Mon-Thurs 13:30-15:00</td>
</tr>
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</table>
# Non-educational coordinators, SH coordinators

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
<th>Office hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Erasmus+ International Credit Mobility, MISP Coordinator</td>
<td>Szilvia Papp</td>
<td><a href="mailto:papp.szilvia@uni-mate.hu">papp.szilvia@uni-mate.hu</a></td>
<td>Mon-Thurs</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Gödöllő, Main building, ground floor, room 34-35.</td>
<td>13:30-15:00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Phone: +36 28 522 000 / 2188</td>
<td></td>
</tr>
<tr>
<td>Erasmus Coordinator for outgoing students and staff</td>
<td>Beáta Farkas</td>
<td><a href="mailto:erasmus-out-godollo@uni-mate.hu">erasmus-out-godollo@uni-mate.hu</a></td>
<td>Mon-Thurs</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Gödöllő, Main building, ground floor, room 34-35.</td>
<td>13:30-15:00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Phone: +36 28 522 000 / 2172 or 3888</td>
<td></td>
</tr>
<tr>
<td>DAFM Coordinator</td>
<td>Zita Batiz</td>
<td><a href="mailto:batiz.zita@uni-mate.hu">batiz.zita@uni-mate.hu</a></td>
<td>Mon-Thurs</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Gödöllő, Main building, ground floor, room 29-31.</td>
<td>13:30-15:00</td>
</tr>
<tr>
<td>Stipendium Hungaricum Coordinator, MISP Coordinator</td>
<td>Bernadett Gerháth</td>
<td><a href="mailto:gerhath.bernadett@uni-mate.hu">gerhath.bernadett@uni-mate.hu</a></td>
<td>Mon-Thurs</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Gödöllő, Main building, ground floor, room 29-31.</td>
<td>13:30-15:00</td>
</tr>
<tr>
<td>Doctoral, Habilitation and Science Organization Office</td>
<td>Mónika Török-Hajdú</td>
<td><a href="mailto:torokne.hajdu.monika@uni-mate.hu">torokne.hajdu.monika@uni-mate.hu</a></td>
<td></td>
</tr>
<tr>
<td>------------------------------------------------------</td>
<td>---------------------</td>
<td>---------------------------------</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Zsuzsanna Tassy</td>
<td><a href="mailto:tassy.zsuzsanna@uni-mate.hu">tassy.zsuzsanna@uni-mate.hu</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Gödöllő, Main Building, ground floor, room 4, 7</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
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Office hours
Mon-Thurs 8:00-12:00
<table>
<thead>
<tr>
<th>SCYP Institutional Coordinator</th>
<th>László Hahn</th>
<th><a href="mailto:hahn.laszlo@uni-mate.hu">hahn.laszlo@uni-mate.hu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Kaposvár Campus</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Phone: +3682/505800 ext. 2653</td>
<td></td>
</tr>
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</table>

Office hours
Mon-Friday
13.00-15.00
on Kaposvár Campus
Video conference is available upon request.
# Other useful contacts

<table>
<thead>
<tr>
<th><strong>MATE Dormitory Student Coordinator</strong> Szent István Campus – Gödöllő</th>
<th><strong>Office hours</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Beáta Kárpati</td>
<td><strong><a href="mailto:karpati.beata@uni-mate.hu">karpati.beata@uni-mate.hu</a></strong></td>
</tr>
<tr>
<td>Noémi Budavári</td>
<td><strong><a href="mailto:budavari.noemi@uni-mate.hu">budavari.noemi@uni-mate.hu</a></strong></td>
</tr>
<tr>
<td></td>
<td>Gödöllő, Dormitory B building, room 43</td>
</tr>
<tr>
<td></td>
<td>Phone: +36 28 522 000 / 2071</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Library in Gödöllő</strong></th>
<th><strong>Office hours</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Szilvia Molnár</td>
<td><strong><a href="https://uni-mate.hu/en/mate/university-library-and-archives">https://uni-mate.hu/en/mate/university-library-and-archives</a></strong></td>
</tr>
<tr>
<td></td>
<td>8:00-18:00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>E-learning expert</strong></th>
<th><strong>Office hours</strong></th>
</tr>
</thead>
</table>
International Students at MATE (former SZIU)

https://www.facebook.com/groups/1680505468842111
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/mate-authentication-wifi-e-learning-email-
A useful video on how to use Neptun can be found on the link below:

https://www.youtube.com/watch?v=Cz_mf6Y98Ec
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

Administration ➔ Enrollment/registration
Subject registration from August 25th- September 11th

For PhD students: from August 25th- December 31st

Some more helpful hints for the bilingual Neptun:
- H (short for Hétfő) = Monday
- K (short for Kedd) = Tuesday
- Sze (short for Szerda) = Wednesday
- Cs (short for Csütörtök) = Thursday
- P (short for Péntek) = Friday
Subject registration from August 25th - September 11th

For PhD students: from August 25th - December 31st
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
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 fulfillment 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.
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 improved 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](image)

Neptun (Studies->curriculum)
choose every subject,
click ... icon
list subjects
Click on 'name' to see the number of credits

<table>
<thead>
<tr>
<th>Name</th>
<th>Credit</th>
<th>Recommended term</th>
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</thead>
<tbody>
<tr>
<td>Elective Subjects</td>
<td>6</td>
<td>2</td>
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<tr>
<td>Elective Subjects</td>
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<td>3</td>
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<tr>
<td>Elective Subjects</td>
<td>9</td>
<td>4</td>
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<tr>
<td>Optional Subjects</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Optional Subjects</td>
<td>3</td>
<td>2</td>
</tr>
</tbody>
</table>
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 GÖDÖLLO: Kotlán Sándor u. 1-3.

- ADDRESS of the Governmental Office (Kormányhivatal – Okmányiroda) in BUDAPEST: Bocskai út 39-41., 1113 Budapest

- 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.
ACADEMIC CALENDAR and useful websites
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

Read for
• General information
• News
• Information on SCHOLARSHIPS
• Practical matters

oig.uni-mate.hu

Read for
• MATE Organizational and Operational Regulations
  o Academic calendar
  o Electronic requests
  o Tuition fee information

telefonkonyv.uni-mate.hu

Read for
Contact details of professors.

It is the phonebook of the university.
Stipendium Hungaricum Scholars - useful information
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](mailto: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 Operational Regulations III.4.1.)
III.3. Further Obligations of the Scholarship Holders

6. 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.

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.
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
Your international coordinator is:
Zsuzsanna TASSY
Tassy.Zsuzsanna@uni-mate.hu

Please check:
https://archive.uni-mate.hu/en/phd/phd-studies

PHD studies menu
HEALTH RELATED ISSUES

- Public health insurance (TAJ card)
- Private health insurance
- MATE’s General Practitioner
- 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
- authorization
- application form
Private 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.
- For self-financed students: it is your responsibility.
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.


**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