



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 to get a signature from our side. Here are the precise contact details of our University you need to put in your LA's:

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: Mr. Akos UDOVECZ

Responsible person's title/function: Erasmus coordinator

Responsible persons email address: incoming@ajk.elte.hu

Responsible person's phone number: 36 1 483 8015



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 and you will get back the signed copy the same way (scanned) by email.

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!

We also accept the **Online Learning Agreements (OLA)** sent to us in the EWP system online in case your university is already using them instead of the paper documents. I am the one who is approving the OLAs too.



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 them carefully!

https://www.ajk.elte.hu/en/studying_here/regulations

https://www.ajk.elte.hu/en/studying_here



Personal Registration (02 - 03 September)

The semester officially starts with the **personal registration on 02 – 03 September (Monday – Tuesday) in lecture hall I. (main faculty building, first floor , room 106 = SOMLÓ AUDITÓRIUM) between 10.00 – 14.00 hours** (please arrive in time for the start at 10.00am)

Details will be uploaded here later in June:

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 AHEAD!

The registration itself will be very simple. Basically you identify yourself with either your **VALID PASSPORT** or **VALID ID CARD**, sign your own application form, that you had sent earlier online 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 shall also receive your Neptun code and password to gain access to our online administrative system where you will register for the chosen courses.



Personal Registration

When coming to 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/enrollment 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 THE PERSONAL REGISTRATION WITH ALL OF YOU IN TIME SO I NEED YOUR COOPERATION!

PLEASE ARRIVE ON TIME, BE CALM AND BE PREPARED!



Orientation Week (02 - 06 September)

From 04 September (Wednesday) there will be several orientation programs organized by the University and ESN (Erasmus student association) to help you getting familiar with the University and Budapest!

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

Main events of the orientation week:

- **Law Faculty orientation meeting** on 04 September (Wednesday) at 10.00 – 12.00am in lecture hall I. (main faculty building, first floor , room 106 = **SOMLÓ AUDITÓRIUM**)
- **Official opening ceremony for ELTE University’s international students** – 05 September (Thursday) 13.00 – 14.15pm in building “A” , 1st floor, Aula Magna (ceremony hall) (pre-registration is required through the orientation programmes’ link above because of the restricted number of seats in the venue)
- **Information market** – following the opening ceremony in the lobby of building “A” (14.00 – 15.30pm)

At the info market you can:

- learn more about the various activities (sports, music and dance, etc) that you can join,
- learn more about the courses that our other faculties offer you,
- meet the representatives of the National Directorate-General for Aliens Policing (=immigration office)
- join ESN ELTE



Faculty Orientation Meeting

On 04 September (Wednesday) morning between 10.00 – 12.00am the incoming international coordinator (Mr. Akos Udovecz) shall meet all of you for a discussion (**location: lecture hall I. (main faculty building, first floor , room 106 = SOMLÓ AUDITÓRIUM)**)

We shall talk about the course registration, the main regulations for 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 regarding the start of the semester.

You shall also meet your student mentors and ESN ELTE law group also introduces themselves and their programs they offer you during the semester.

After the meeting your student mentors will take you for a **campus tour**.



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.

Right after the personal registration you can register for your chosen courses in our electronic education system called **Neptun** after accessing your profile.

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

Students who will stay for the spring semester too can do the course registration online even from home at the start of the spring semester within the given registration periods because you can only register for the fall semester courses in September.



Course Registration

The first phase of the course registration will already be active from the start of the personal registration (02 September) till 05 September (Thursday) afternoon 17.00 pm.

You need to register online for your courses within this period! The system shuts down on Thursday at 17.00pm and arranges the names in the case of 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 time period. On Thursday evening you can check your Neptun profile 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 **06 September (Friday) 16.00pm and lasts until 13 September (the following Friday) 16.00pm** – From the start of this second phase the system will offer some additional places to all courses so you will have a possibility for 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 **16 September** - 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 if you ask me to do it for you.

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 (or in case of OLAs a „Changes” section) in them where you will be able to list all the modifications you will make compared to the original list of chosen courses.

You need to make these modifications in your LA / OLA until the end of the lecture period the latest.



Academic Calendar

- **02 – 03 September:** personal registration at the Erasmus office
- **04 – 06 September:** orientation programs
- **16 September – 13 December:** lecture period
- **Autumn break 28 October – 01 November** (classes resume from 04 November)
- **16 December – 31 January 2025:** exam period (for your information: the exam period is mostly meant 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 you shall be finished with your exam duties by Christmas time and if you wish you can prepare to leave for good before Christmas (those of you who shall not return for the spring semester). But be aware that if you do so your Erasmus grants shall be calculated by your home university until your last day in Budapest! You can also decide to stay until the end of January as that is still part of the semester even though there shall be nothing for you in January (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

The finalized course list can be found here (slight changes might occur – I shall keep you informed):

https://www.ajk.elte.hu/en/studying_here/courses_foreign



Timetable

- I will also 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 in June!



Student Mentors

You can expect to get contacted individually by ESN ELTE shortly before the start of the fall semester by email to register yourself in their system in order to be paired with the most appropriate student mentor.

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



ESN ELTE



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Accommodation, Dormitories

ELTE offers places for the foreign students as well on a reasonable price in its [8 dormitories](#) but we can not guarantee a place for everyone as a lot of foreign students shall arrive for the fall semester. **Application starts on 20 May.** 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 a place for yourself on your own (or with the help of your student mentor) These **FACEBOOK groups** for example can be useful in the search: *Rent a flat/room in Budapest* or *Flats for Erasmus in Budapest*.

Here are some other resources:

- housinganywhere.com, spotahome.com
- <http://apartmentrent.lakaspontingatlan.hu/apartments-for-rent>
- <https://www.wg-gesucht.de/en/>
- <https://www.luxroomsbudapest.com/>



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

(I personally advise you to rent a room/apartment from the real estate market! But if you plan to apply for dormitory choose only the *Körösi Csoma Sándor dormitory* – that is the best one)



Registration at the National Directorate-General for Aliens Policing

- **Those of you coming from the 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 office of the National Directorate-General for Aliens Policing by supplying their personal data up until the end of the 3rd month from their arrival the latest.
- Here you will find the [list of the supporting documents](#) you need to take with you to the Office:
The application forms for the registration are to be submitted online [here](#).
- We will talk about this issue on the orientation meeting, I am sending this to you now only to help you getting familiar with the requirements!
- **Those of you who arrive from outside of the European Economic Area (including the UK!)** 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 within 30 days of your arrival also online [here](#)
- 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](#)



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>



Joining the Faculty Library

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

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

from the library. She speaks English.



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.



QUAESTURA OFFICE

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



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

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 our psychologist (**Ms. Orsolya Handa**) via email to have an appointment for your first counselling session.

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

E-mail: tanacsadas@ajk.elte.hu



Other Useful Information

- You can expect the Hungarian **student mentors** getting in touch with you before the start of the semester! 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 during the semester.** For detailed information see:

<https://btk.elte.hu/hungarian-language-courses>

The course registration for the Hungarian language shall take place in the second round of the course registration (between 08 – 15 September) in Neptun – details are here:

<https://btk.elte.hu/general-hungarian-classes-info>

- **WIFI** is provided free of charge in the buildings of the university (set up instructions: <https://www.esnelte.hu/wifi-setup-elte>) + **EDUROAM** is also available with your own login/password
- We have a sports club that offers a lot of different **sports courses** for a symbolic amount of fee:

<https://www.elte.hu/en/sport/do-sports-for-credit>

- Check out this site also for a lot of practical information

<https://www.elte.hu/en/practical-matters>



End of Semester, Departure

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.

