



# ACADEMIC SERVICES CENTRE (ASC)

**[HTTPS://WWW.KTH.BME.HU/EN/ABOUT-THE-ACADEMIC-SERVICES-CENTRE/](https://www.kth.bme.hu/en/about-the-academic-services-centre/)**

**WE ARE A GROUP OF INTERNATIONAL PROGRAM COORDINATORS IN CHARGE OF HELPING STUDENTS WITH ADMINISTRATIVE ISSUES.**

**YOU CAN ASK FOR OUR HELP IN THE FOLLOWINGS: SEMESTER REGISTRATION, SUBJECT REGISTRATION, DATA MODIFICATION AND REQUESTS IN NEPTUN, STUDENT STATUS CERTIFICATE, TRANSCRIPT, STUDENT CARD**



BUDAPEST UNIVERSITY OF TECHNOLOGY AND ECONOMICS  
Academic Services Centre

Tuesday, 2 September 2025 • 4th week of Fall term of academic year 2025/2026 • Opening hours today: 11:00–15:00

NEWS ▾ FOR STUDENTS ▾ FOR APPLICANTS ▾ ACADEMIC INFORMATION ▾ ABOUT THE ACADEMIC SERVICES CENTRE (ASC) ▾

## NEWS



eduID Bolépos



### TASKS FOR EXCHANGE STUDENTS - 2025 FALL SEMESTER

2025. August 11.

Dear Exchange Students,

**You will have the following mandatory tasks in the next 30 days.**

[More »](#)

### NEWSLETTER ON THE START OF THE 2025/26/1 SEMESTER – ACTIVATING YOUR SEMESTER AND REGISTERING FOR SUBJECTS

2025. July 25.

Dear Student,

To help you organize your tasks at the start of the semester, we have compiled the most important information on activating your semester and registering for subjects.

[More »](#)

### OPENING HOURS

**Tuesday, 09. 02.**

11:00 – 15:00

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### NEPTUN LOGIN



Students

Lecturers

### NEPTUN OPERATING TIME

### CALENDAR

| < SEPTEMBER 2025 > |     |     |     |     |     |     |
|--------------------|-----|-----|-----|-----|-----|-----|
| H.                 | K.  | SZ. | CS. | P.  | SZ. | V.  |
| 1.                 | 2.  | 3.  | 4.  | 5.  | 6.  | 7.  |
| 8.                 | 9.  | 10. | 11. | 12. | 13. | 14. |
| 15.                | 16. | 17. | 18. | 19. | 20. | 21. |
| 22.                | 23. | 24. | 25. | 26. | 27. | 28. |
| 29.                | 30. | 1.  | 2.  | 3.  | 4.  | 5.  |

**What?**

**Where?**

**When?**

**COMMUNICATION**

Search

**How?**

**Why?**

**Who?**



WE COMMUNICATE WITH YOU VIA NEPTUN

Budapest University of Technology and Economics

 **NEPTUN**  
Egységes Tanulmányi Rendszer

**Student** BME\_W2K19H\_08(226)

Language:  

Login name:

Password:

**Login** >

[Forgot password](#)

Verzió: 2023.3.24 (2/5/2024)  
Supported browser:  
Microsoft Internet Explorer 9.0+ ; Mozilla Firefox ; Google Chrome



**Messages**

Filters | Message types: All messages

Message types: ☐ Personal messages ☐ System messages ☒ All messages [List](#)

Actions: [New message](#)

**Inbox**

Actions: [Delete](#) | Page size: 20

| Delete                   | Sender             | Subject                                                                                                                                 | Receive date          |
|--------------------------|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| <input type="checkbox"/> | System message     | <a href="#">Information about the decision of the request</a>                                                                           | 2/13/2024 3:37:41 PM  |
| <input type="checkbox"/> | System message     | <a href="#">Change of request status</a>                                                                                                | 2/13/2024 3:37:11 PM  |
| <input type="checkbox"/> | András Iván Sólyom | <a href="#">Pre -Eng course</a>                                                                                                         | 2/13/2024 12:53:44 PM |
| <input type="checkbox"/> | Dr. Tibor Kovács   | <a href="#">Room for course</a>                                                                                                         | 2/13/2024 10:39:00 AM |
| <input type="checkbox"/> | Zsolt József Papp  | <a href="#">Algebra1/Geometry1</a>                                                                                                      | 2/12/2024 8:02:38 PM  |
| <input type="checkbox"/> | András Iván Sólyom | <a href="#">Teams</a>                                                                                                                   | 2/12/2024 7:27:28 PM  |
| <input type="checkbox"/> | Zsolt József Papp  | <a href="#">Pre_eng_Math</a>                                                                                                            | 2/12/2024 4:39:24 PM  |
| <input type="checkbox"/> | Zsolt József Papp  | <a href="#">MS TEAMS link</a>                                                                                                           | 2/12/2024 4:16:45 PM  |
| <input type="checkbox"/> | Mária Vida         | <a href="#">link of TEAMS class of Electricity</a>                                                                                      | 2/12/2024 8:38:03 AM  |
| <input type="checkbox"/> | Zsolt József Papp  | <a href="#">schedule for new students</a>                                                                                               | 2/11/2024 8:05:05 PM  |
| <input type="checkbox"/> | System message     | <a href="#">Change in course class schedule</a>                                                                                         | 2/11/2024 7:41:44 PM  |
| <input type="checkbox"/> | Zsolt József Papp  | <a href="#">Algebra and Geometry link</a>                                                                                               | 2/11/2024 10:33:44 AM |
| <input type="checkbox"/> | Zsolt József Papp  | <a href="#">Algebra 1</a>                                                                                                               | 2/11/2024 9:52:15 AM  |
| <input type="checkbox"/> | Zsolt József Papp  | <a href="#">on-line lectures of physics</a>                                                                                             | 2/10/2024 1:37:48 PM  |
| <input type="checkbox"/> | System message     | <a href="#">Signing out from the T0 course belonging to the BMETETOP201 Vibration subject has been taken place by an administrator.</a> | 2/9/2024 7:29:18 PM   |
| <input type="checkbox"/> | System message     | <a href="#">Signing out from the T1 course belonging to the BMETETOP201 Vibration subject has been taken place by an administrator.</a> | 2/9/2024 7:29:18 PM   |
| <input type="checkbox"/> | System message     | <a href="#">You have been removed from a subject by an administrator. Subjectcode: BMETETOP201 Subjectname: Vibration</a>               | 2/9/2024 7:29:18 PM   |

- You can usually find LINKs in the messages that navigate you to the website!
- Read the WHOLE message CAREFULLY and open all the referred links.
- Check your Neptun messages at least twice a week!



### **WHAT must your e-mail contain?**

- Your NEPTUN code, whole name, training program, the problem or question.
- Do not send emails about a submitted request!

### **TO WHOM?**

Send e-mail to the responsible person, not to everybody!

### **WHEN?**

**If you don't find the answer to your question on the ASC's website!**  
Please wait at least 3 **working days** for the answer before writing again – during the registration period it may take more than 3 days.

## HOW TO FIND THE NAME OF YOUR ASC COORDINATOR IN NEPTUN?

The screenshot displays the NEPTUN system interface. At the top, a navigation bar includes tabs for 'My data', 'Studies', 'Subjects', 'Exams', 'Finances', 'Information', and 'Administration'. The 'Studies' tab is selected, and its dropdown menu is open, showing options like 'Training data', 'Term data', 'Class schedule', 'Grade average', 'Gradebook', 'Curriculum', 'Milestones', 'Field practice', 'Publications', 'Consultations', 'Advancement', 'Official notes', 'Degree thesis/Thesis application', and 'Final certificate requirements'. The 'Training data' option is highlighted. Below the navigation bar, the 'Training data' section is visible, containing buttons for 'Add to favourites', 'Training plan', and 'Training roadmap'. The main content area displays details for the 'Integrated MSc Program in Architectural Engineering'. On the right side, a list of program details is shown, including 'Programme type: Master course', 'OM training programme: 3014', 'Module: Training', 'English name: Integrated MSc Program in Architectural Engineering', 'Homepage: www.epitesz.bme.hu/en', 'Language: English', and 'Administrator: Szilvia Strack', which is circled in red. The left sidebar contains a 'Neptun' logo, a 'Messages' section with 'Inbox', 'Sent messages', 'Archived', 'Settings', and 'Directory', and a 'Favourite functions' section.

My data | **Studies** | Subjects | Exams | Finances | Information | Administration

Neptun

Messages

- Inbox
- Sent messages
- Archived
- Settings
- Directory

Favourite functions

Calendar

Training data

Buttons: Add to favourites | Training plan | Training roadmap

Integrated MSc Program in Architectural Engineering

Start of legal relation: 9/1/2025

Date of admission: 5/15/2025

Registration number: T151105/FI23344/3NAM0-2025

Number of trainings: 1

Financial status: Erasmus

Status: Active (International program)

Expected graduation date: 1/31/2026 12:00:00 AM

Training code: 3NAM0

Training name: Integrated MSc Program in Architectural Engineering

Organization unit: Faculty of Architecture

No. of active terms: 1

No. of passive terms: 0

Level: Integrated master program

Mode: Full time training

Number of terms: 1

Max. number of terms: 20

Programme: [HUN] KTH

Programme type: Master course

OM training programme: 3014

Module: Training

English name: Integrated MSc Program in Architectural Engineering

Homepage: www.epitesz.bme.hu/en

Language: English

Administrator: Szilvia Strack

<https://www.kth.bme.hu/en/about-the-academic-services-centre/colleagues/>

## BE PROACTIVE AND USE THE WEBSITE!

[BME HOMEPAGE](#) | [PHONEBOOK](#) | [SITEMAP](#) | [HU](#) | [EN](#)

**BUDAPEST UNIVERSITY OF TECHNOLOGY AND ECONOMICS**  
Academic Services Centre



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**NEWS**



**REGISTRATION AND ENROLMENT FOR THE 2025/2026 FALL SEMESTER**  
2025. July 25.

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**OPENING HOURS** ▾  
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**NEPTUN OPERATING TIME** ▾

**CALENDAR**  
< SEPTEMBER 2025 >

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**TASKS FOR EXCHANGE STUDENTS - 2025 FALL SEMESTER**  
2025. August 11.  
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2025. July 25.  
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[More »](#)

# NEPTUN REQUEST



BUDAPEST UNIVERSITY OF TECHNOLOGY AND ECONOMICS  
M Ű E G Y E T E M 1 7 8 2  
Academic Services Centre

Q

Tuesday, 2 September 2025 · 4th week of Fall term of academic year 2025/2026 · Opening hours today: 11:00–15:00

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AVAILABLE REQUESTS IN NEPTUN

There might be requests not shown here, if it is for/by the Faculties or the Directorate of Sales and services.

**E001 Appeal:** This is a request for reconsideration of the decision on another request.

**002 Request for equity (Faculty Chance):** This request is for asking exemption from any one of the BME Code of Studies regulations. **You can get faculty chance only once during your studies!**

**004 Request for deferment for new students - For tuition fee paying students** the 004 request is available until 23:59 CET, 30.03.2025 in the Spring term, until 23:59 CET, 30.10.2025 in the Fall term. **For Scholarship holder students** the 004 request will be available until 15.09.2025 in the Fall term.

**006 Request for Discrepancy Elimination in Grade**

**007 Opposition to payment obligation:** Based on the BME Regulations on Student Fees and Benefits Annex 2. 2.5 (5) „Students shall have the right to seek legal remedy regarding the fees not determined and levied by the students pursuant to the provisions of Chapter X of the TVSZ (BME Code of Studies)”. The students may exercise their above right through the „007 Opposition to payment obligation” request. For more details, please read our instruction among [Neptun guides](#).

**008 Request to re-register for a subject to improve the grade:** It is available each term during the examination and registration periods. It is necessary to have 4500 HUF on your Neptun bank account before submitting the request. The subject will not be registered again, your improved grade will be entered to the subject in the past term.

**E009 Request for extension for SH/HDS/SCYP students**

The request will be available in the Spring term between mid March – mid April, in the Fall term between mid October – mid November.

**010 Request for tuition fee reduction:** This request is for tuition fee paying students, who can ask for tuition fee reduction.

**011 Request for transferring to another training program, for tuition fee paying students:** If you wish to change training programs within BME, based on BME Code of Studies Section 54, you have to claim it through this request. It is usually open between the examination and registration periods.

**013 Request for deferred exam:** Article (8) Section 120. of the BME Code of Studies – „Based on student

edu BME Belépés

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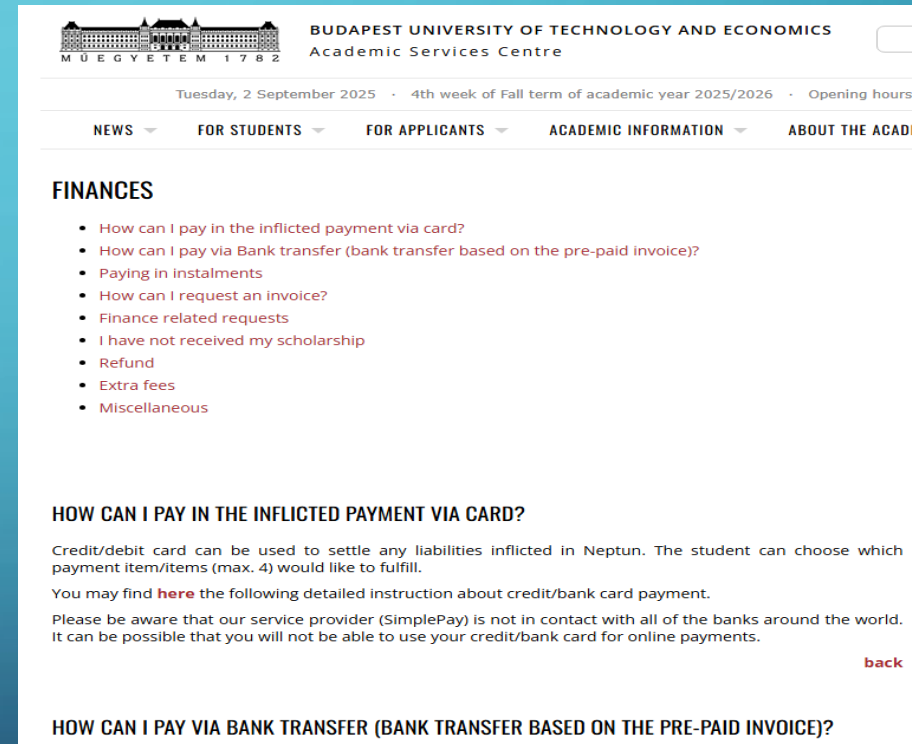
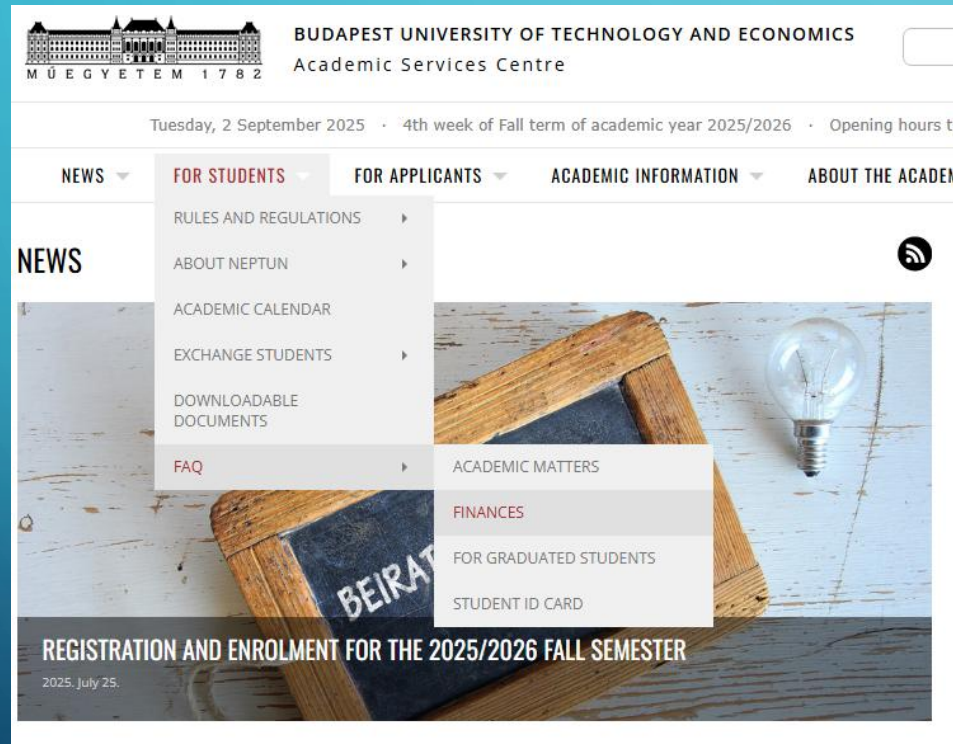
CALENDAR  
< SEPTEMBER 2025 >  

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| 22. | 23. | 24. | 25. | 26. | 27. | 28. |
| 29. | 30. | 1.  | 2.  | 3.  | 4.  | 5.  |

- <https://www.kth.bme.hu/en/for-students/about-neptun/neptun-requests/>
- If you have any problems with Neptun please contact [neptun@bme.hu](mailto:neptun@bme.hu)

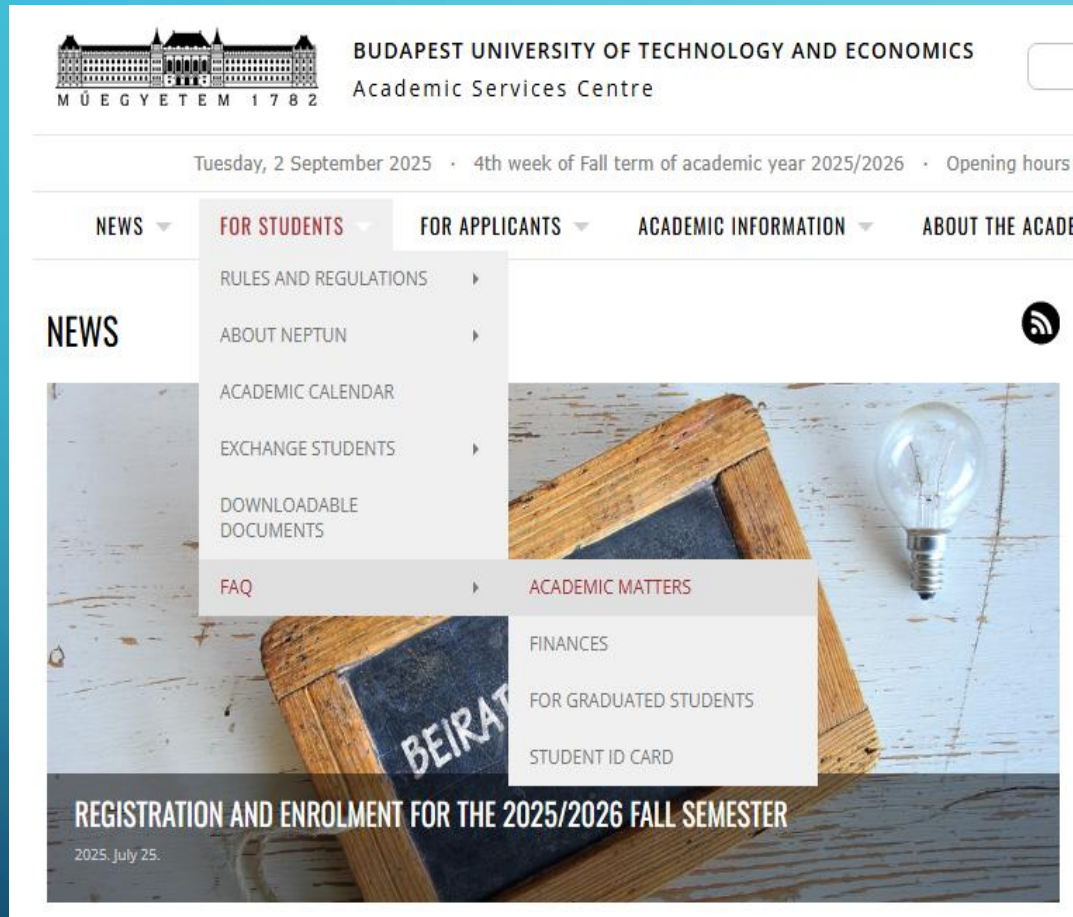
## FINANCIAL ISSUES

- Pay in time! You can see the deadlines in Neptun!
- If you miss the deadline, you must pay a late fee!
- You are not eligible to register for any exam or the upcoming semester with any debt!



<https://www.kth.bme.hu/en/for-students/faq/finances/>

# ACADEMIC MATTERS



BUDAPEST UNIVERSITY OF TECHNOLOGY AND ECONOMICS  
Academic Services Centre

Műegyetem 1782

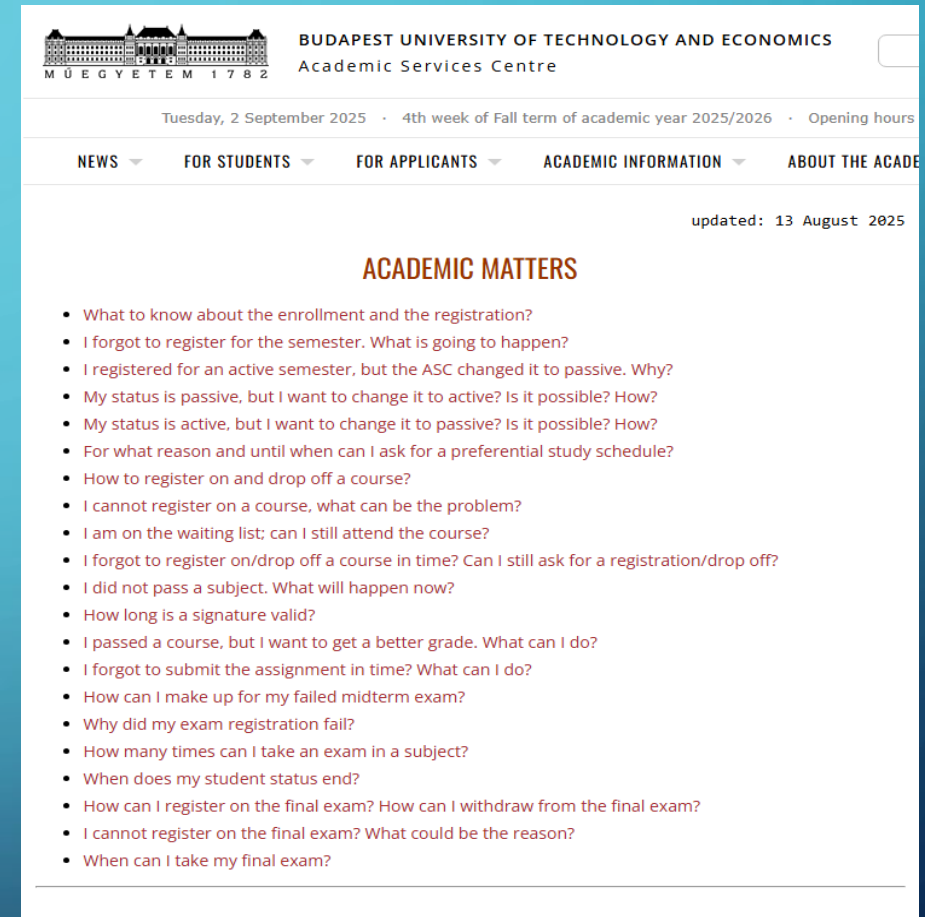
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FINANCES  
FOR GRADUATED STUDENTS  
STUDENT ID CARD

REGISTRATION AND ENROLMENT FOR THE 2025/2026 FALL SEMESTER  
2025. July 25.



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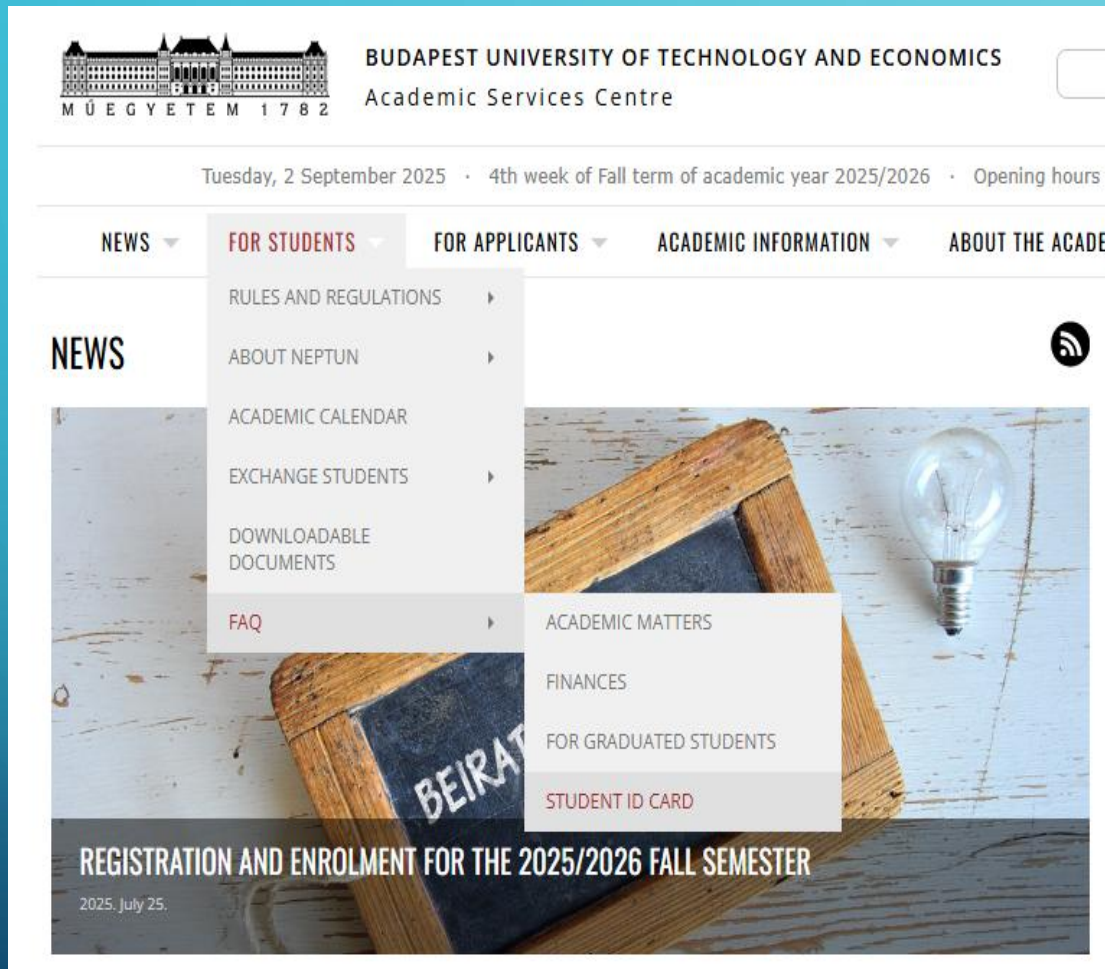
updated: 13 August 2025

## ACADEMIC MATTERS

- What to know about the enrollment and the registration?
- I forgot to register for the semester. What is going to happen?
- I registered for an active semester, but the ASC changed it to passive. Why?
- My status is passive, but I want to change it to active? Is it possible? How?
- My status is active, but I want to change it to passive? Is it possible? How?
- For what reason and until when can I ask for a preferential study schedule?
- How to register on and drop off a course?
- I cannot register on a course, what can be the problem?
- I am on the waiting list; can I still attend the course?
- I forgot to register on/drop off a course in time? Can I still ask for a registration/drop off?
- I did not pass a subject. What will happen now?
- How long is a signature valid?
- I passed a course, but I want to get a better grade. What can I do?
- I forgot to submit the assignment in time? What can I do?
- How can I make up for my failed midterm exam?
- Why did my exam registration fail?
- How many times can I take an exam in a subject?
- When does my student status end?
- How can I register on the final exam? How can I withdraw from the final exam?
- I cannot register on the final exam? What could be the reason?
- When can I take my final exam?

<https://www.kth.bme.hu/en/for-students/faq/academic-matters/>

# STUDENT ID



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Academic Services Centre

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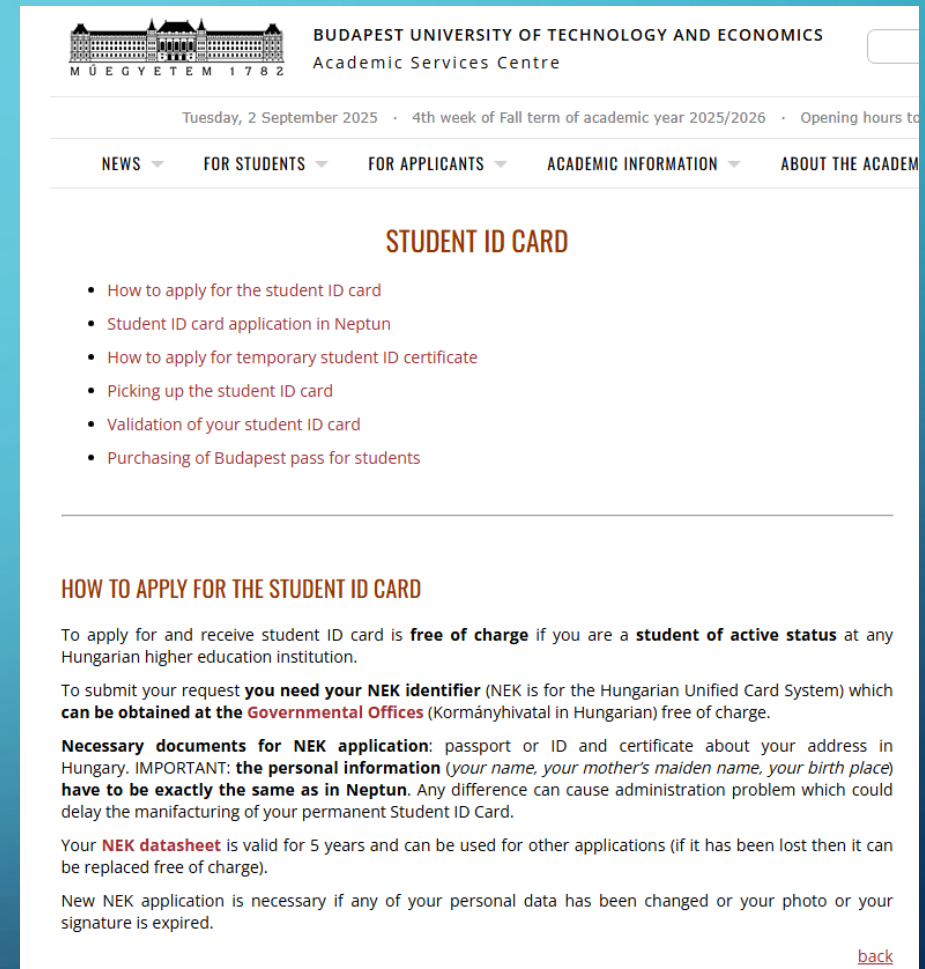
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- FOR GRADUATED STUDENTS
- STUDENT ID CARD**

**REGISTRATION AND ENROLMENT FOR THE 2025/2026 FALL SEMESTER**  
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**STUDENT ID CARD**

- [How to apply for the student ID card](#)
- [Student ID card application in Neptun](#)
- [How to apply for temporary student ID certificate](#)
- [Picking up the student ID card](#)
- [Validation of your student ID card](#)
- [Purchasing of Budapest pass for students](#)

**HOW TO APPLY FOR THE STUDENT ID CARD**

To apply for and receive student ID card is **free of charge** if you are a **student of active status** at any Hungarian higher education institution.

To submit your request **you need your NEK identifier** (NEK is for the Hungarian Unified Card System) which **can be obtained at the Governmental Offices** (Kormányhivatal in Hungarian) free of charge.

**Necessary documents for NEK application:** passport or ID and certificate about your address in Hungary. **IMPORTANT: the personal information** (*your name, your mother's maiden name, your birth place*) **have to be exactly the same as in Neptun**. Any difference can cause administration problem which could delay the manufacturing of your permanent Student ID Card.

Your **NEK datasheet** is valid for 5 years and can be used for other applications (if it has been lost then it can be replaced free of charge).

New NEK application is necessary if any of your personal data has been changed or your photo or your signature is expired.

[back](#)

<https://www.kth.bme.hu/en/for-students/faq/student-id-card/>

# LOSING YOUR STATUS

## Student status

ruled by the **Code of Studies** and the Act of National Higher Education, Government Decree

## Scholarship status

If your student status is terminated

OR/AND

ruled by **Tempus Public Foundation (TPF)** or **Hungary Helps Agency (HHA)**

**If you are a scholarship holder you must keep in mind that you **must meet two kinds of status-requirements at the same time** to be able to study as a scholarship holder**

## Connections between statuses

- If you lose your scholarship status, you are still a student, your student status is not automatically changed, but you must decide if you continue your studies as a tuition fee paying student or not.
- However, if you lose your student status, at the same time you lose your scholarship status too!

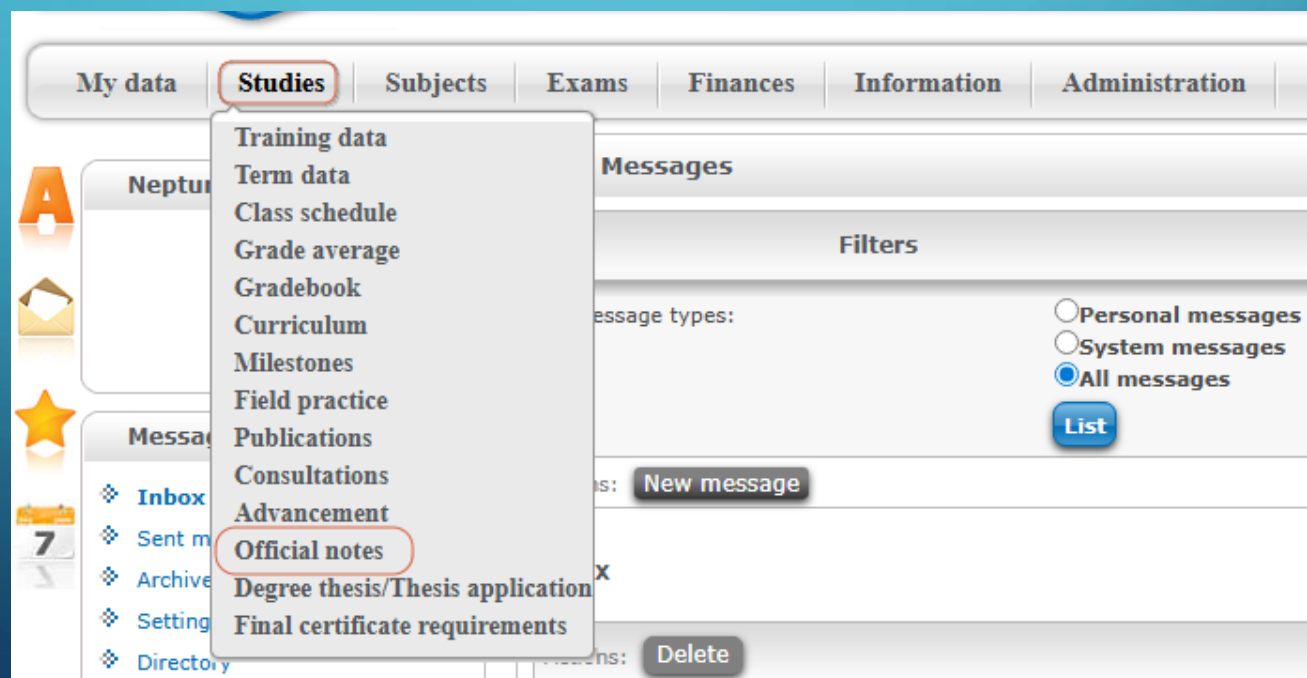
Sometimes the deadlines and the duration of the procedures of BME and TPF/Hungary Helps are different. This can cause special cases, for example: you get the permission of extension from TPF but in the meantime it turns out that you don't meet the „36 credit rule”. In such cases BME can report the insufficient number of credits to TPF after the decision was made regarding your extension. The „36 credit rule” overwrites the extension decision.



- You can authorize another person to arrange issues for you, but the procedure has certain rules that you can find on the ASC's website: <https://www.kth.bme.hu/en/for-students/downloadable-documents/>
- In **Hungary**, official documents must be signed in blue ink!
- If you find „Budapest, .....” on a document (mostly on contracts) above the signature, the date of the signature must be written on the dotted line.
- **If you get an error message in Neptun, please make a screenshot** about it and send it with a short description of the problem to your coordinator or send it to [neptun@bme.hu](mailto:neptun@bme.hu).



- **System message:** „This is to inform you that a(n) .....type official note/remark has been recorded on your ..... training program → you must open and download the Decree that you can find under „Official notes” in Neptun.



# Everyday issues

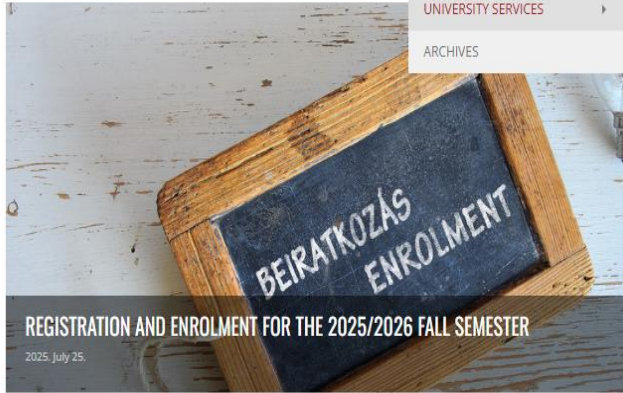
For full-time students, the **International Mentor Team** provides help in various non-academic matters (housing, official documents, health care etc.) on their [website](#).

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NEWS



**REGISTRATION AND ENROLMENT FOR THE 2025/2026 FALL SEMESTER**  
2025. July 25.

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EQUAL OPPORTUNITIES SUPPORT

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ACCOMMODATION

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LANGUAGE TEACHING

SPORTS ACTIVITIES

IT SERVICES

TALENT DEVELOPMENT

INTERNATIONAL MENTOR TEAM

RS

lay, 09. 02.

0 – 15:00

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Lecturers

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MBER 2025 ▾

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Student Services Centre

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DEAR VISITOR,

edu BME Belépés

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BLOG

The main goal of our organisation, the Directorate of Sales and Services (ÉSZI), is that the BME students may experience the years spent here in their wholeness, and may get support and answers, if sometimes they get lost in the maze of student life.

Academic life does not only consist of acquiring the curriculum or accomplishing exams, but also of the first steps towards an independent life and a successful career. Our services have been created with the purpose of helping our students -besides the education- in their personal growth and in achieving their individual goals, from the start of the university to the entrance to labor market. Our counsellings, trainings and other programs are available free of charge. Moreover, we provide up-to-date and precise information about the possible student benefits that can be claimed at university.

We encourage all of our students to take the various opportunities offered by the ÉSZI, let's meet in person in the Building R, on the 2nd floor!

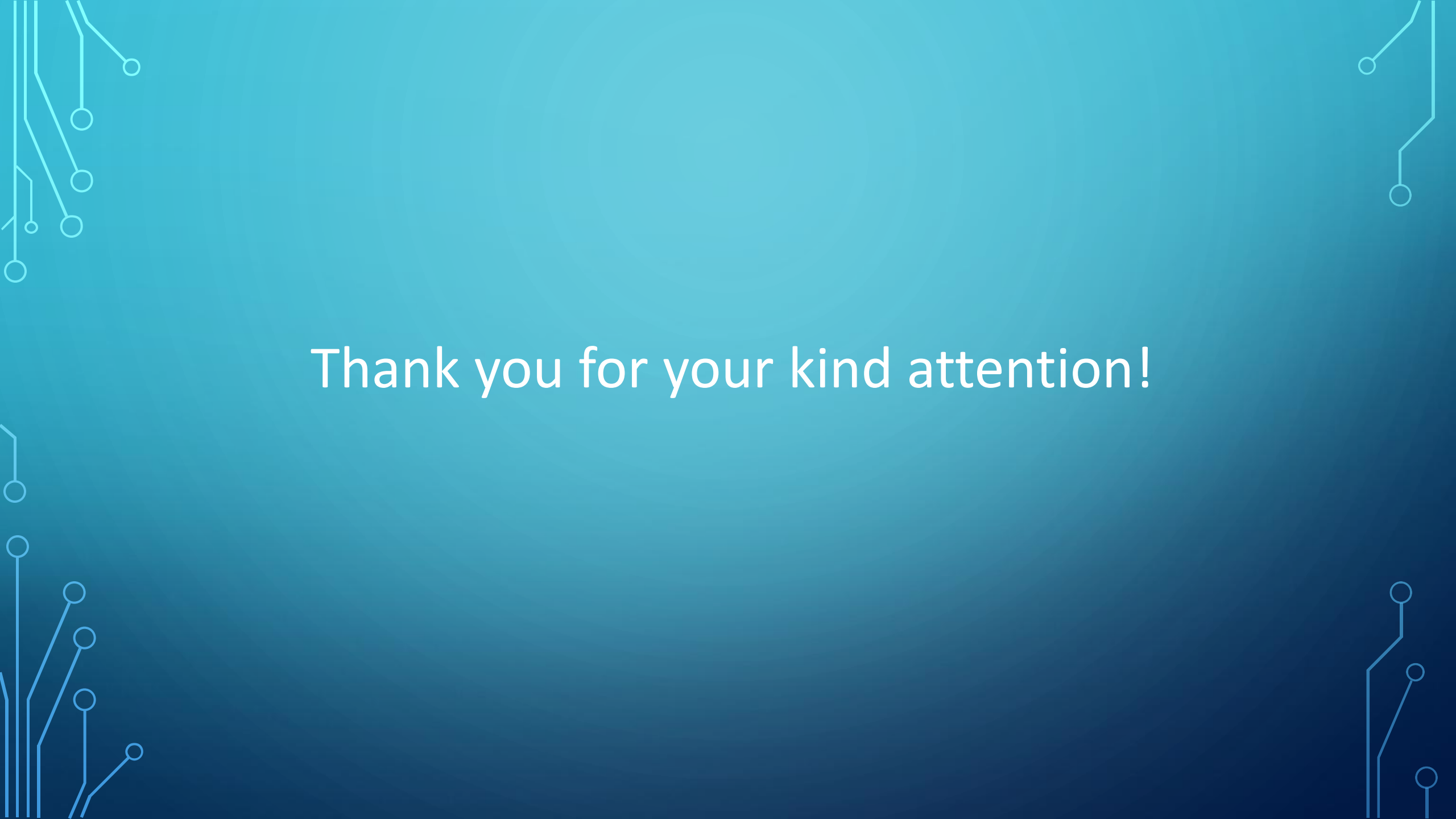
Have a great time browsing our website!

Ákos Németh  
director  
BME Directorate of Sales and Services

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SEARCH

The background is a blue gradient. In the corners, there are white line-art illustrations of circuit boards or neural networks, with lines and small circles representing nodes.

Thank you for your kind attention!