



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 ACADEMIC ADMINISTRATORS IN CHARGE OF HELPING STUDENTS WITH ADMINISTRATIVE ISSUES.

YOU CAN ASK FOR OUR HELP IN THE FOLLOWINGS: TERM REGISTRATION, SUBJECT REGISTRATION, EXAM REGISTRATION, DATA MODIFICATION IN NEPTUN, REQUESTS IN NEPTUN, CERTIFICATES ON YOUR STUDIES, STUDENT CARD, ETC.



NEWS



edu Bolópis



REGISTRATION AND ENROLMENT INFORMATION FOR NEW STUDENTS IN THE SPRING SEMESTER OF THE 2025/2026 ACADEMIC YEAR

2025. December 19. 16:40

NEWSLETTER ON THE START OF THE 2025/26/2 SEMESTER – ACTIVATING YOUR SEMESTER AND REGISTERING FOR SUBJECTS

2026. January 23.

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 »](#)

NEWSLETTER ON CLOSURE OF THE 2025/26/1 SEMESTER NR. 2 - DISMISSAL, RECLASSIFICATION AND PRELIMINARY PERIODS OF SUBJECT REGISTRATION

2026. January 5. 12:00

We would like to help you organize your tasks at the end of the semester and the start of the next one by providing you with key information about dismissal and reclassification.

[More »](#)

OPENING HOURS ▾

Wednesday, 02. 11.

08:00 – 16:30

Number of waiting persons: 12

Estimated waiting time (minutes): 5

[Details »](#)

NEPTUN LOGIN



Students

Lecturers

NEPTUN OPERATING TIME ▾

CALENDAR

< FEBRUARY 2026 >

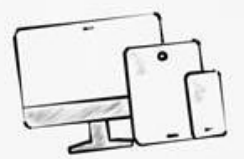
H.	K.	SZ.	CS.	P.	SZ.	V.
26.	27.	28.	29.	30.	31.	1.
2.	3.	4.	5.	6.	7.	8.
9.	10.	11.	12.	13.	14.	15.

What?

Where?

When?

COMMUNICATION



How?

Why?

Who?



WE COMMUNICATE WITH YOU VIA NEPTUN

Budapest University of Technology and Economics



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

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

- You can usually find LINKs in the messages which navigates to the website!
Read the WHOLE message CAREFULLY and open all the referred link or content.
- Check your Neptun messages twice a week at least!



WHAT should contain your e-mail?

- NEPTUN code, name, training program, your problem or question and their context briefly.
- Do not send email 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 write again – during the registration period it may take more than 3 days

TO WHOM?

YOU CAN FIND THE NAME OF YOUR ADMINISTRATOR IN THE NEPTUN

The screenshot displays the NEPTUN system interface. At the top, there is a navigation bar with tabs for Studies, Subjects, Exams, Finances, Information, and Administration. Below this, a sidebar on the left contains several panels: 'news', 'es', '550', 'essages', 'd messages', 'y', 'ite functions', and 'ar'. The main content area is titled 'Training data' and includes a sub-header 'Training | Bachelor of Science Degree Program in Computer Engineering'. Below the sub-header, there are two columns of data. The left column lists various details such as start of legal relation, date of admission, registration number, number of trainings, financial status, status, expected graduation date, training code, training name, organization unit, number of active and passive terms, level, mode, number of terms, maximum number of terms, programme, and description. The right column lists programme type, OM training programme, module, English name, language, and administrator. The administrator's name is highlighted as 'Nóra Gáspár'. At the bottom, a description field contains the URL 'http://www.vik.bme.hu'.

Studies | Subjects | Exams | Finances | Information | Administration

news

es

550

essages

d messages

y

ite functions

ar

Training data

Actions: Add to favourites Training plan Training roadmap

Training | Bachelor of Science Degree Program in Computer Engineering

- Start of legal relation: 9/1/2023
- Date of admission: 6/20/2023
- Registration number: T138032/FI23344/5NAA8-2023
- Number of trainings: 1
- Financial status: Foreign student paying actual fee
- Status: Active
- Expected graduation date: 7/15/2027 12:00:00 AM
- Training code: 5NAA8
- Training name: Bachelor of Science Degree Program in Computer Engineering
- Organization unit: Faculty of Electrical Engineering and Informatics
- No. of active terms: 5
- No. of passive terms: 0
- Level: Bachelor (first cycle)
- Mode: Full time training
- Number of terms: 7
- Max. number of terms: 11
- Programme: [HUN] KTH
- Description: <http://www.vik.bme.hu>

- Programme type: Bachelor course
- OM training programme: 1476
- Module: Training
- English name: Bachelor of Science Degree Program in Computer Engineering
- Language: English
- Administrator: Nóra Gáspár



Wednesday, 11 February 2026 · 3rd week of Spring term of academic year 2025/2026 · Opening hours today: 08:00-16:30

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

NEWS



edu Belépés



REGISTRATION AND ENROLMENT INFORMATION FOR NEW STUDENTS IN THE SPRING SEMESTER OF THE 2025/2026 ACADEMIC YEAR

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[Details »](#)

NEPTUN LOGIN



Students
Lecturers

NEPTUN OPERATING TIME ▾

CALENDAR

< FEBRUARY 2026 >

H.	K.	SZ.	CS.	P.	SZ.	V.
26.	27.	28.	29.	30.	31.	1.
2.	3.	4.	5.	6.	7.	8.
9.	10.	11.	12.	13.	14.	15.



Keresés

Mindenhol ▾

Ékezetek figyelembe vétele:

Csak a mező elején keres:

Rendben

Szervezeti felépítés
Helyiségek szerinti keresés

Információs oldal
Közérdekű címek
Közérdekű telefonszámok
Változások jelentése
Tudakozók
BME honlap

Impresszum

Tanulmányi Ügyviteli Iroda (Egyetemi Tanulmányi Szolgáltató Központ · RH)


R épület földszint
1111 Budapest, Műgyetem rkp. 7-9.
463-4242
kth-info@bme.hu <http://www.kth.bme.hu>

A Tanulmányi Ügyviteli Iroda munkatársai:

Sztraka Zsanett	Irodavezető
sztraka.zsanett@bme.hu 463-3462	R épület földszint
Buza Éva	tanulmányi ügyintéző
buza.eva@bme.hu 463-4094	R épület földszint
Csányi Tri Vera Indah	tanulmányi ügyintéző
csanyi.tri.vera@bme.hu 463-1111/4636	R épület földszint (központszám)
Csonka Ágnes	tanulmányi munkatárs
csotka.agnes@bme.hu 463-1111/4606	R épület földszint
Dienes Éva	tanulmányi ügyintéző
dienes.eva@bme.hu 463-1111/4619	R épület földszint
Eszesné Szilágyi Judit	tanulmányi ügyintéző
szilagyi.judit@bme.hu 463-1111/4631	R épület földszint
Feró Hermína	tanulmányi ügyintéző
fero.hermina@bme.hu 463-1111/4613	R épület földszint
Fukker Lászlóné	tanulmányi munkatárs
fukker.laszlone@bme.hu 463-1111/4616	R épület földszint
Füzesi Hedvig Judit	tanulmányi munkatárs
fuzesi.hedvig.judit@bme.hu 463-1111/4635	R épület földszint
Gáspár Nóra	tanulmányi ügyintéző
gaspar.nora@bme.hu	

Please be proactive and learn to use the website!

BME HOMEPAGE | PHONEBOOK | SITEMAP | HU | EN

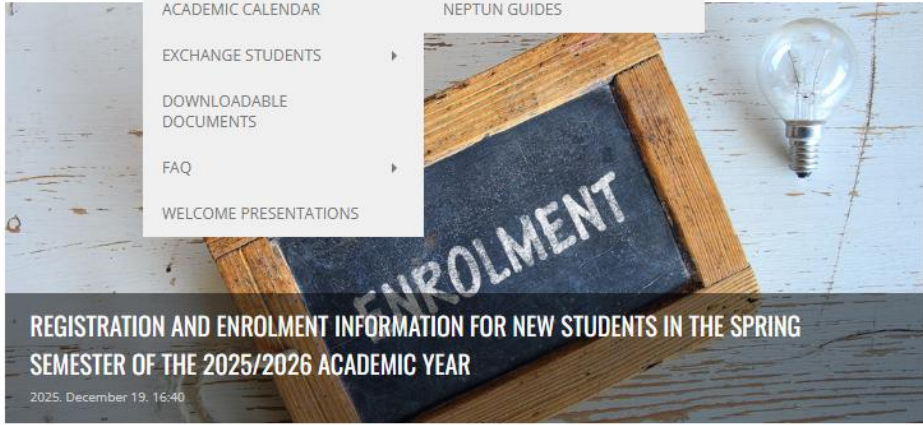
 BUDAPEST UNIVERSITY OF TECHNOLOGY AND ECONOMICS
M Ű E G Y E T E M 1 7 8 2 Academic Services Centre

Thursday, 12 February 2026 · 3rd week of Spring term of academic year 2025/2026 · Opening hours today: 09:00–15:00

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

NEWS

- RULES AND REGULATIONS ▸
- ABOUT NEPTUN ▸ NEPTUN REQUESTS
- ACADEMIC CALENDAR NEPTUN GUIDES
- EXCHANGE STUDENTS ▸
- DOWNLOADABLE DOCUMENTS
- FAQ ▸
- WELCOME PRESENTATIONS




REGISTRATION AND ENROLMENT INFORMATION FOR NEW STUDENTS IN THE SPRING SEMESTER OF THE 2025/2026 ACADEMIC YEAR
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[More »](#)

OPENING HOURS ▾
Thursday, 02. 12.
09:00 – 15:00
Number of waiting persons: 3
Estimated waiting time (minutes): 3
[Details »](#)

NEPTUN LOGIN
 [Students](#)
[Lecturers](#)

NEPTUN OPERATING TIME ▾

CALENDAR
< FEBRUARY 2026 >

Mo	Tu	We	Th	Fr	Sa	Su
26.	27.	28.	29.	30.	31.	1.
2.	3.	4.	5.	6.	7.	8.
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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.

001 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.

009 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 Bolóps

OPENING HOURS ▾

Thursday, 02. 12.

09:00 – 15:00

 Number of waiting persons: 2
 Estimated waiting time
 (minutes): 4

[Details »](#)

NEPTUN LOGIN


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NEPTUN OPERATING TIME ▾

CALENDAR

< FEBRUARY 2026 >

Mo	Tu	We	Th	Fr	Sa	Su
26.	27.	28.	29.	30.	31.	1.
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9.	10.	11.	12.	13.	14.	15.
16.	17.	18.	19.	20.	21.	22.

- Please read the content of the request before submitting!
- In the current newsletter <https://www.kth.bme.hu/en/news/2349/>
- all the actual requests are listed together with the deadlines!
- If you have any problems with the Neptun system please contact neptun@bme.hu

FINANCIAL ISSUES

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

BME HOMEPAGE

BUDAPEST UNIVERSITY OF TECHNOLOGY AND ECONOMICS
Academic Services Centre

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ACADEMIC MATTERS

FINANCES

FOR GRADUATED STUDENTS

STUDENT ID CARD

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NEWS ▾ FOR STUDENTS ▾ FOR APPLICANTS ▾ ACADEMIC INFORMATION ▾ ABOUT THE ACADEMI

FINANCES

- [How can I pay in the inflicted payment via card?](#)
- [How can I pay via Bank transfer \(bank transfer based on the pre-paid invoice\)?](#)
- [Paying in instalments](#)
- [How can I request an invoice?](#)
- [Finance related requests](#)
- [I have not received my scholarship](#)
- [Refund](#)
- [Extra fees](#)
- [Miscellaneous](#)

HOW CAN I PAY IN THE INFLICTED PAYMENT VIA CARD?

Credit/debit card can be used to settle any liabilities inflicted in Neptun. The student can choose which payment item/items (max. 4) would like to fulfill.


You may find [here](#) the following detailed instruction about credit/bank card payment.

Please be aware that our service provider (SimplePay) is not in contact with all of the banks around the world. It can be possible that you will not be able to use your credit/bank card for online payments.

[back](#)

HOW CAN I PAY VIA BANK TRANSFER (BANK TRANSFER BASED ON THE PRE-PAID INVOICE)?

BME HOMEPA



BUDAPEST UNIVERSITY OF TECHNOLOGY AND ECONOMICS
Academic Services Centre

M Ű E G Y E T E M 1 7 8 2

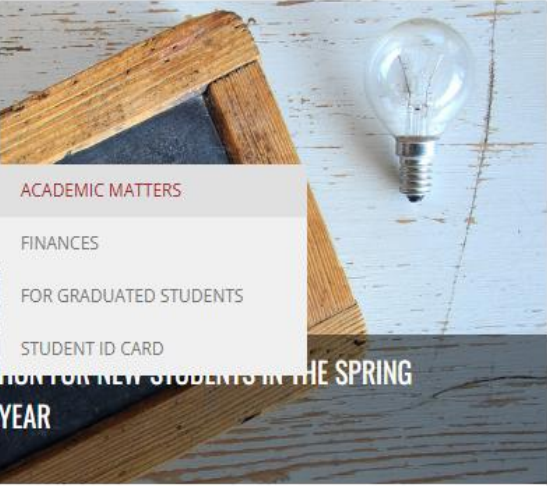
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- ACADEMIC MATTERS
- FINANCES
- FOR GRADUATED STUDENTS
- STUDENT ID CARD



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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?

BME HOMEPAGE



BUDAPEST UNIVERSITY OF TECHNOLOGY AND ECONOMICS
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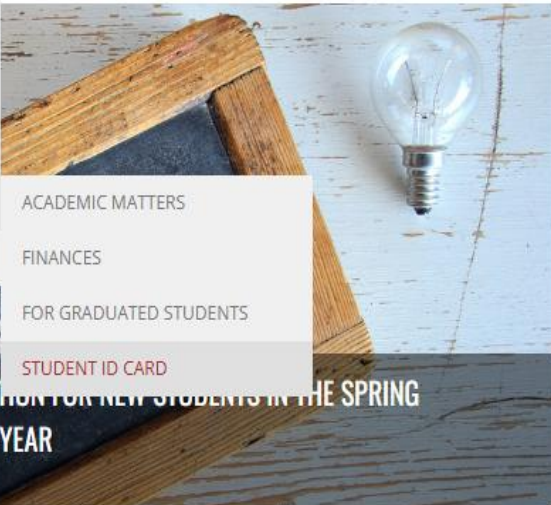
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STUDENT ID CARD

- 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.

LOSING STATUSES

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)**

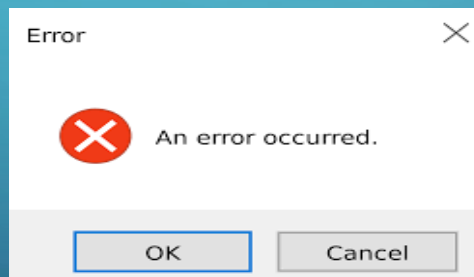
If you are a scholarship holder you must keep in mind that you **must meet two kinds of status-requirements at the same time to be able to study as a scholarship holder**

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!



- You can authorize another person to arrange issues for you, but the procedure has certain rules that you can find on the ASC's webpage under downloadable documents.
- In **Hungary**, official documents must be signed with blue ink!
- **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 the responsible person if you know who is s/he. If not, send it to the 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](#).

The screenshot shows the website of the Budapest University of Technology and Economics (BME) Academic Services Centre. The header includes the university logo, name, and navigation links. A main navigation menu is open, showing categories like 'ACADEMIC INFORMATION', 'ABOUT THE ACADEMIC SERVICES CENTRE (ASC)', 'FACULTY INFORMATION', 'STUDENT ADMINISTRATION', 'UNIVERSITY SERVICES', and 'ARCHIVES'. The 'UNIVERSITY SERVICES' menu is expanded, listing various services such as 'EQUAL OPPORTUNITIES SUPPORT', 'STUDENT COUNSELING SERVICES', 'ACCOMMODATION', 'LIBRARY', 'INTERNATIONAL MOBILITY PROGRAMS', 'LANGUAGE TEACHING', 'SPORTS ACTIVITIES', 'IT SERVICES', 'TALENT DEVELOPMENT', and 'INTERNATIONAL MENTOR TEAM'. The main content area features a news article titled 'REGISTRATION AND ENROLMENT INFORMATION FOR NEW STUDENTS IN THE SPRING SEMESTER OF THE 2025/2026 ACADEMIC YEAR' with a date of 2025. December 19, 16:40. Below the article are two newsletter links: 'NEWSLETTER ON THE START OF THE 2025/26/2 SEMESTER – ACTIVATING YOUR SEMESTER AND REGISTERING FOR SUBJECTS' and 'NEWSLETTER ON CLOSURE OF THE 2025/ SEMESTER NR. 2 - DISMISSAL, RECLASSIFICATION AND PRELIMINARY PERIODS OF SUBJECT REGISTRATION'. The footer shows the date 'FEBRUARY 2026'.

The screenshot shows the website of the International Mentor Team (IMT) at BME. The header includes the BME logo and navigation links for 'Programs', 'Official steps', 'Documents', 'Accommodation', 'Medical help', 'Info', and 'News'. The main content area features a video player for 'IMT Promo Video' with a play button and a 'Megosztás' (Share) icon. To the right of the video is a 'Welcome to BME!' message, followed by a brief description of the IMT's mission: 'We are the International Mentor Team (IMT). Our organisation exists to help international scholarship holders (SZ, SCYP and Diaspora), and fee-paying students settle in Budapest. We will help you through some of your mandatory administration steps and organise fun events for you.' Below the message is an 'About IMT' button.

The background is a dark teal gradient. In the four corners, there are decorative white line-art elements resembling circuit traces or neural network connections. These elements consist of thin lines that branch out and terminate in small circles, creating a sense of connectivity and technology.

Thank you for your kind attention!