

International Relations BA Program

Student Handbook

2024 - 2025

(1 September, 2024)



ELTE Faculty of Social Sciences

In Hungarian: ELTE Társadalomtudományi Kar

Abbreviation (Hungarian): ELTE TáTK

Address: 1/A Pázmány Péter sétány, Budapest, H-1117

International Office

Phone: +36-1/372-2500/6779

E-mail: international@tatk.elte.hu

Institute of Political and International Studies

E-mail: eutud@tatk.elte.hu

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ABOUT US (elte.hu)

A Message for New and Prospective Students from Professor Andrew Ryder our Director



Welcome to the Institute for Political and International Studies. The Institute is a unique place, if you are thinking about joining us, you will find we have much to offer.

We offer a unique intercultural learning experience where Hungarians and a broad range of international students and teachers can interact and form friendships and learn from each other.

We value academic freedom and freedom of thought and the Institute is an open and critical learning environment. The Institute is highly active, with frequent seminars, conferences and social events.

We are a supportive and caring community that values human rights and the rule of law and encourages respect and tolerance between staff and students and wider society. We strive to set and achieve the highest standards in teaching and knowledge production to serve our students and the wider community.

We are striving to support our students in their careers and community roles and believe our developing alumni network and connections with civil society and other stakeholders is a great resource.

Become part of our community!

Professor Andrew Ryder
Director

Overview of activities next semester

19th September, 2024 social event for first year BA and MA

23rd to 25th September, 2024 Holocaust conference / Balázs Majtényi

I. Basic Academic information

Institution responsible: ELTE Faculty of Social Sciences

Name of Institute: Institute of Political and International Studies

<https://tatk.elte.hu/en/units/institute-of-political-and-international-studies>

Degree to be awarded: Bachelor of Arts

Academic year: 9th September, 2024 – 5th July, 2025

II. Departmental Contact Information

Institute of Political and International Studies

Address: 1117 Budapest, Pázmány Péter sétány 1/A

E-mail: eutud@tatk.elte.hu

Director of Institute: Andrew Ryder, professor

Phone: 372-2500/6867

E-mail: ryder.andrew@tatk.elte.hu

Departments

Department of Human Rights and Politics

Head of Department: Balázs Majtényi

Address: 1117 Budapest, Pázmány Péter sétány 1/A

Email: majtenyi.balazs@tatk.elte.hu

Phone: +36-1/372-2500/6867

E-mail: poltud@tatk.elte.hu

Department of International Relations and European Studies

Head of Department: András Szalai

Address: 1117 Budapest, Pázmány Péter sétány 1/A

Email: andras.szalai@tatk.elte.hu

Phone: +36-1/372-2500/6867

E-mail: eutud@tatk.elte.hu

Department of Global and Development Studies

Head of Department: Béla Soltész

Address: 1117 Budapest, Pázmány Péter sétány 1/A

Email: bela.soltesz@tatk.elte.hu

Phone: +36-1/372-2500/6867

E-mail: eutud@tatk.elte.hu

List of Professors

Department of Human Rights and Politics

<https://tatk.elte.hu/en/units/institute-of-political-and-international-studies>

Balázs MAJTÉNYI, head of department, professor Room: 2.90 Phone: 372-2500/6867 E-mail: majtenyi.balazs@tatk.elte.hu	Zoltán Gábor SZÚCS, habil. associate professor, MA program director Room: 2.91 Phone: 372-2500/6867 E-mail: zoltangabor.szucs@tatk.elte.hu
Ráhel TURAI, assistant professor Room: 2.58 Phone: 372-2500/6867 E-mail: turai.rahel@tatk.elte.hu	Orsolya SALÁT, habil. associate professor Room: 2.60 Phone: 372-2500/6867 E-mail: orsolya.salat@tatk.elte.hu
Péter KÁLLAI, assistant lecturer Room: 2.57 Phone: 372-2500/6867 E-mail: kallaipeter@tatk.elte.hu	Ágnes KOVÁCS, assistant professor Room: 2.60 Phone: 372-2500/6867 E-mail: kovacs.agnes@tatk.elte.hu
Lilla FARKAS, assistant lecturer Room: 2.92 Phone: 372-2500/6867 E-mail: farkas.lilla@tatk.elte.hu	Anna Róza UNGER, assistant professor Room: 2.93 Phone: 372-2500/6867 E-mail: ungeranna@tatk.elte.hu
Krisztina KOVÁCS, associate professor Room: 2.58 Phone: 372-2500/6867 E-mail: kriszta.kovacs@tatk.elte.hu	Frank Thomas ZSIGÓ, assistant professor Room: 2.81 Phone: 372-2500/6867 E-mail: frank.zsigo@tatk.elte.hu
Alíz NAGY, assistant lecturer Room: 2.58 Phone: 372-2500/6867 E-mail: aliz.nagy@tatk.elte.hu	Anna UJLAKI, assistant professor Room: 2.57 Phone: 372-2500/6867 E-mail: ujlaki.anna@tatk.elte.hu
Gábor HALMAI, professor emeritus Room: 2.83 Phone: 372-2500/6867 E-mail: halmaigabor@gmail.com	Anna LUX, assistant professor Room: 2.60 Phone: 372-2500/6867 E-mail: lux.agnes@tatk.elte.hu

Department of International Relations and European Studies

Tamás Dezső ZIEGLER, associate professor Room: 2.81 Phone: 372-2500/6380 E-mail: ziegler.tamas@tatk.elte.hu	András SZALAI, head of department, associate professor Room: 2.91 Phone: 372-2500/6867 E-mail: andras.szalai@tatk.elte.hu
József SZENTGYÖRGYI, lecturer Room: 2.92 Phone: 372-2500/6867 E-mail: szentgyorgyi@tatk.elte.hu	Ákos KOPPER, habil. associate professor/on leave Room: 2.90 Phone: 372-2500/6867 E-mail: kopper.akos@tatk.elte.hu
András SCHWEITZER, associate professor Room: 2.56 Phone: 372-2500/6867 E-mail: schweitzer.andras@tatk.elte.hu	Beáta HUSZKA, assistant professor/on leave Room: 2.92 Phone: 372-2500/6867 E-mail: huszka.beata@tatk.elte.hu

Tamás PERAGOVICS, assistant professor Room: 2.89 Phone: 372-2500/6867 E-mail: peragovics.tamas.ferenc@tatk.elte.hu	Péter HEVŐ, assistant professor Room: 2.89 Phone: 372-2500/6867 E-mail: peter.hevo@tatk.elte.hu
Alla LISOVSKA, assistant professor Room: 2.83 Phone: 372-2500/6867 E-mail: lisovska.alla@tatk.elte.hu	Áron TÁBOR, assistant lecturer Room: 2.88 Phone: 372-2500/6867 E-mail: tabor.aron@tatk.elte.hu
Svitlana HOTSULIAK, assistant professor Room: 2.83 Phone: 372-2500/6867 E-mail: hotsuliak.svitlana@tatk.elte.hu	Bertalan BORDÁS, assistant lecturer/on leave Room: 2.56 Phone: 372-2500/6867 E-mail: bordas.bertalan@tatk.elte.hu
Márton VARJU, associate professor Room: 2.93 Phone: 372-2500/6867 E-mail: varju.marton@tatk.elte.hu	

Department of Global and Development Studies

Béla SOLTÉSZ, head of department, associate professor Room: 2.56 Phone: 372-2500/6867 E-mail: soltesz.bela@gmail.com	John Jr. SZABÓ, junior research fellow/on leave Room: 2.90 Phone: 372-2500/6867 E-mail: szabo.john@tatk.elte.hu
Andrew Richard RYDER, professor, director of institute, IRBA program director Room: 2.59 Phone: 372-2500/6867 E-mail: ryder.andrew@tatk.elte.hu	Katalin TURAI, assistant professor, NTBA program director Room: 2.90 Phone: 372-2500/6867 E-mail: turai.katalin@tatk.elte.hu
Kinga SOÓS, assistant lecturer Room: 2.57 Phone: 372-2500/6867 E-mail: kinga.soos@tatk.elte.hu	Attila JOÓS, assistant lecturer Phone: 372-2500/6867 Room: 2.58 E-mail: attila.joos@tatk.elte.hu
Laura KROMJÁK, assistant professor Room: 2.88 Phone: 372-2500/6867 E-mail: laura.kromjak@tatk.elte.hu	

Visiting Faculty or Professors from other Departments

Lídia Hermina BALOGH, lecturer Room: 2.62 Phone: 372-2500/6867 E-mail: lidia.balogh@gmail.com	Zsófia KOLLÁNYI, assistant professor, ELTE TÁTK Department of Economy Room: 2.21A Phone: 372-2500/6630 E-mail: kollanyi.zsofia@tatk.elte.hu
Zoltán SIMON, lecturer Room: 2.62 Phone: 372-2500/6867 E-mail: simon.zoltan@tatk.elte.hu	

III. General Program Information

Facts and Figures	
Title	International Relations BA
Degree	International Relations Expert
Type	Degree program
Level	Bachelor
Faculty	Faculty of Social Sciences
Institute	Institute of Political and International Studies
Department	Department of Human Rights and Politics Department of International Relations and European Studies
Language	English
Duration	6 semesters (3 years)
ECTS credits	180

Short description, aim of program, tracks/specializations:

Our bachelor's degree in international Relations offers students the opportunity to develop specialized knowledge in international politics, security studies, EU politics, ethnic conflict, global justice and human rights. It enables them to understand and analyze complex political and social dynamics that go beyond state borders and cultural boundaries. The structure of the program offers the opportunity for students – following introductory courses in the first year – to choose from a wide range of elective seminars.

Strength of program:

In addition to giving students grounding in history and theory, the BA in International Studies teaches future graduates about international politics, the European Union and equips them with practical knowledge that can be used in almost all countries around the world.

The knowledge acquired during the undergraduate courses lays the foundation for the MA in International Studies and other postgraduate qualifications in social sciences. Applicants will ideally be interested in social sciences and in the links between different countries, peoples and institutions and be keen to use their language skills.

We encourage our students to work independently and to solve tasks in teams. We rely on modern methodologies – including simulations – and we believe that adaptability and self-reflexivity are crucial in today's fast changing world. Our aim is to give our students skills that they can be readily used wherever they seek employment after graduation.

IV. List of coordinators and offices of student guidance

In relation to administrative matters, students should consult the following departmental coordinators/offices.

Departmental Coordinators

Benedek Dörgő, department coordinator
Phone: 372-2500/6867
Room: 2.62
E-mail: eutud@tatk.elte.hu

Natália Dvornyicsenkó, department coordinator
Phone: 372-2500/6856
Room: 2.62
E-mail: eutud@tatk.elte.hu

Dorottya Máté, department coordinator
Phone: 372-2500/6867
Room: 2.62
E-mail: eutud@tatk.elte.hu

International Office

Address: 1117 Budapest, Pázmány Péter sétány 1/A
Phone: +36-1/372-2500/6779
Room: 2.39
Email: international@tatk.elte.hu
Webpage: tatk.elte.hu/en/international/offices
Practical information on student services: <https://www.elte.hu/en/practical>

Student's Union (HÖK)

Contact persons: Georgina Horváth
Email: iroda@tatk.hok.elte.hu
Address: 1117 Budapest, Pázmány Péter sétány 1/A
Room: -1.68
Webpage: [TáTK HÖK - Az ELTE TáTK Hallgatói Önkormányzatának oldala.](http://TáTK_HÖK_-_Az_ELTE_TáTK_Hallgatói_Önkormányzatának_oldal_a)

Academic Registrar's Office

Address: 1117 Budapest, Pázmány Péter sétány 1/A
Phone: +36-1/372-2500/6822
Email: th@tatk.elte.hu

Responsible administrative coordinator: Enikő Kuklics , Academic Registrar Phone: 3722500/6730 Room: 2.53A E-mail: kuklics.eniko@tatk.elte.hu	Office hours: Monday: 10:00-13:00 Tuesday: 13:00-16:00 Thursday: 9:00-13:00 Friday: 9:00-12:00
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Office for Finance and Administration

Address: 1117 Budapest, Pázmány Péter sétány 1/A

Phone: +36-1/372-2500/6880

E-mail: gh@tatk.elte.hu

V. Course Requirements, Course Materials and Grading Procedures

As a student enrolled at ELTE, you need to know all your rights and obligations. Please, read carefully [the academic regulations of ELTE](#) and get familiar with the course requirements, the method of examination and acquiring a grade at ELTE. Also, please read all additional information that is relevant to your scholarship.

Course Registration

Students can apply for courses via the Neptun system. The Neptun Education System is the electronic system at ELTE which makes the administration of your studies easier and faster. You can take your lectures and exams, follow the results of your courses and financial matters, and communicate with your fellows and professors via Neptun.

Students can reach your Neptun account by clicking on the “Student web interface” on the opening page of Neptun. Please, type your Neptun ID (6 characters) and your password and then log in. After you have been enrolled at the faculty, you need to request your Neptun password at the Quaestura Office.

The academic year consists of two semesters.

The semesters are called:

- first (Autumn) semester of the 2024/2025 academic year from September 2024 to January 2025;
- second (Spring) semester of the 2024/2025 academic year from February 2025 to July 2025.

A semester is a 21-week term of study which divides into a 14-week study period and a 7-week examination period.

Should you encounter any problems regarding Neptun, course registration or other academic obligations, turn to the Academic Registrar’s Office.

Your administrative coordinator is: **Enikő Kuklics**.

Student Evaluations

The Hungarian academic credit system following the Hungarian law is an ECTS-compatible system. The calculation of the credits is based on the number of working hours of the students (one credit is 30 student working hours, on average).

At the end of the semester, the student’s study achievement is evaluated with a grade (5-excellent, 4-good, 3-medium or satisfactory, 2-sufficient or pass, 1-fail). The ECTS conversion table ensures transfer procedures between the Hungarian academic credit system and the ECTS. The recognition of courses completed abroad is based on the credit transfer regulation.

For incoming international students, a Transcript of Records is issued at the end of the semester, which contains the code and title of the completed courses, credits, grade, and its ECTS-compatible grade.

ECTS CREDITS

1 full academic year = 60 credits

1 semester = 30 credits

ECTS CONVERSION TABLE – SYSTEM OF ASSESSMENT

ELTE grade - Equivalent ECTS grade:

5 (excellent) - A, B excellent, very good

An **excellent (5)** grade is assigned to the student who thoroughly knows the entire subject matter in all of its inherent relationships and is able to independently apply his/her knowledge with absolute certainty;

4 (good) - C good

A **good (4)** grade is assigned to the student who thoroughly knows the entire subject matter of the course and can safely apply its content;

3 (satisfactory) - D satisfactory

A **satisfactory (3)** grade is assigned to the student who knows significant portions of the subject matter of the course and is able to apply them with suitable safety;

2 (pass) - E sufficient

A **pass (2)** grade is assigned to the student who knows the significant parts of the course on a satisfactory level and is able to demonstrate an acceptable level of familiarity in the application of the content of the course;

1 (fail) - FX, F fail

A **fail (1)** grade is assigned to the student who does not command sufficient knowledge and demonstrate skill in applying the practices of his/her chosen field.

Academic Dishonesty (plagiarism)

I. The student must only use the work of others in his/her work aimed at completing program requirements, such as coursework essays, essays for the academic year, and theses (hereinafter referred to as student coursework), if he/she complies with copyright laws. Written or oral exams, laboratory reports, or in-class tests are not regarded as student coursework.

All literary, scientific, artistic or other intellectual materials are under the protection of copyright that do not constitute the intellectual property of the student, independent of a) the person of author (e.g. well-regarded author on the subject or another student); b) the type of publication (e.g. printed or electronic work on the Internet in Hungarian or any other language, or a talk given at a conference); c) the extent of accessibility (widely known and accessible material, or only accessible with restriction), d) whether the intellectual property of others is under the protection granted by the copyright laws or similar regulations in force.

II. The following rules apply to use the intellectual property of others:

- a) when using a part or the whole of the intellectual property of others (e.g. copying a passage, quoting, translating, or introducing) the source, the name of the author must be indicated, if the name is clearly stated in the source, or, in the case of oral works, can be clearly attributed to a person;
- b) when using a part or the whole of the intellectual property of others, depending on the nature and aim of the student coursework, to the appropriate extent and faith to the source, the source must be indicated as a reference.

The lecturer may check the student coursework for plagiarism, specified in the present Section, with specialized software.

Reference rules of a specific scientific field apply to all other use and indicating use of the intellectual property of others.

III. (1) In the case of a student who does not comply with the provisions regulating the use of the intellectual property of others, the student coursework must be deemed unfit for evaluation, and the relevant course or thesis must not be rewarded with a grade.

(2) In the case of a student purporting the intellectual property of others as their own, violating the rules of fair use, either word by word or in content, as part of their student coursework or constituting their entire coursework, or submits coursework edited together from parts of intellectual property of others, is committing a disciplinary offence.

Actions detailed under paragraphs (1) and (2) must not be taken, if the student generally adhered to the rules pertaining to the use of the intellectual property of others, and it can be concurred that partial violation of such rules is due to negligence.

List of compulsory courses (1st semester)

<i>Name of the course</i>	<i>Type</i>	<i>Professor</i>
Introduction to political science	lecture	Frank Thomas Zsigó
Introduction to law	lecture	Krisztina Kovács
Introduction to economics I.	lecture	Zsófia Kollányi
Reading Academic Texts	seminar	Frank Thomas Zsigó
Awareness training	seminar	Lídia Balogh
History and theory of international society	lecture	Áron Tábor
Introduction to international law	lecture	Balázs Majtényi
The history of European integration	lecture	Andrew Richard Ryder

Course description

Introduction to political science

The introductory course offers students an overview of the subjects, concepts and methods of political science and surveys its status among the social sciences. The aim is to get a basic understanding of how political science may help to understand modern societies.

Introduction to law

The introductory course offers a comprehensive overview of law and the legal system. It covers topics such as the Constitution, legal personality, the operation of the court system, electoral law or the relationship between rights and duties in modern states. The course is designed to offer students a basic legal knowledge before specialized courses on various fields of legal studies.

Introduction to economics I

The main goal of this course is to introduce students to the general approach and the view of economic analysis. We cover the main microeconomic and macroeconomic concepts and variables

and introduce the simplest economic models that are used to explain the relationships of those variables. We emphasize methodological issues, the role and rules of abstractions, simplifications, steps of building models, and the significance of logical coherence. The course does not use advanced math, the aim is just to familiarize students with the economic content of the concepts, to prepare them for the higher technical tools they are to use at higher level Economics courses.

Reading Academic Texts

The aim of the course is to familiarize students with academic texts and academic discussions. During the course increasingly difficult readings are handed out to students. Students have to read these and reflect on their content both orally and in writing. In addition, students have to perform various tasks, from mini researches to presentations in order to get a grasp of academic life.

Awareness training

The course is based on activities that raise students' awareness of social problems, from discrimination, to racism or sexual violence. The course has no specific reading list/literature assigned as it is organized in a training for-mat. Students' full participation is required.

History and theory of international society

The course focuses on the concept of international society, based on the theory of the English School of international relations. In the center of the English School's thinking is the assertion that through interactions between states shared norms and institutions evolve. The English school argues that in case states recognize that upholding these is their common interest we may talk not merely about a system, but a society between states. During the course students are introduced to the main concepts of the theory and the workings of various international societies starting from the Greek poleis, the Westphalia order or the China centered international society.

Introduction to international law

The course introduces students to the basic principles and institutions that govern public international law, including the subjects, the sources and the functioning of international law, international human rights protection, the universalism – cultural relativism debate, the functioning of the international institutions and the monitoring mechanisms of the United Nations. The course includes lectures on specific and important topics, such as the universal and European framework for the protection of human rights (except the European Convention on Human Rights, which is covered by another course), lectures on humanitarian intervention, international protection of minorities, international humanitarian, refugee and environmental legislation.

The history of European integration

The aim of the course is to deepen students' knowledge about the European project and to help them grasp European integration as a political problem. The course introduces students to main theories of integration, alternative explanations for the underlying causes of integration and also the main challenges the EU has had to face throughout the decades from enlargements through the economic crisis or the democratic deficit of its decision making.

VI. Student Affairs

To-do's right AFTER YOU ARRIVE AT ELTE

Check in at your Study Office coordinator

When you arrive in Budapest, please go to your Study Office coordinator at ELTE.

Your coordinator

- will help you register at ELTE and for the semester as well;
- will set your status as “active” in the Neptun study system;
- will give you your Neptun code;
- will give you a certificate to prove that you have a student status at ELTE;
- will provide you with the scholarship agreement that you need to sign.

Get your Neptun code and password

You need to have both your Neptun code and your Neptun password in order to be able to use the Neptun study system. Your faculty coordinator will give you your Neptun code and you can request your Neptun password in person at Quaestura Office.

Log into Neptun and sign up for the courses

Log into the Neptun study system with your Neptun code and password, and sign up for the courses for the autumn semester 2024/2025.

Border crossing during the state of healthcare emergency

<https://tatk.elte.hu/en/arrival>

Request a residence permit

After your arrival, you need to register at the Immigration and Asylum Office. This registration is very important because it proves that you stay legally in the country. Note that the International Office also organizes group visits to the Immigration and Asylum Office at the beginning of each semester.

Citizens of the states of the European Economic Area (EEA) are entitled to enter the territory of the Hungary in possession of a valid identity card or passport and might stay, not exceeding 90 days, without any special authorization. EEA citizens planning to stay for more than 90 days in Hungary have to apply for the issuance of a registration card.

Registration in Hungary: EEA students

<https://www.elte.hu/en/visa-procedure/eea>

Registration in Hungary: non-EEA students

www.elte.hu/en/visa-procedure/non-eea

How to apply for a registration card?

You need to submit your request with the required documents in person, at the Immigration and Asylum Office.

You need to obtain a **residence permit** for the purpose of studies if you are a student from the non-European Economic Area (non-EEA) and you wish

- to study in a registered secondary or Hungarian higher educational institution.

- to participate in a preparatory course for higher education organized by a higher educational institution, and it certifies that you have the knowledge of language necessary for your studies.

If you are coming from a **visa waiver country** (check it here: <https://konzinfo.mfa.gov.hu/en/visa-free-travel-hungary>), you can apply for the Residence Permit for the Purpose of Studies before (it is recommended) or after you arrive in Hungary.

If you are coming from a **country that is under visa obligations** according to the Schengen acquis, you need to apply for the Residence Permit for the Purpose of Studies and with this, also a residence permit visa (D-visa) in a permanent residence application before you come to Hungary. With the residence permit visa (D-visa), you can enter Hungary only once and you are allowed to stay with this document in Hungary only for 30 days.

You need to submit the residence permit application at the relevant Hungarian Consulate <https://konzinfo.mfa.gov.hu/en>, or at other locations authorized to receive residence permit applications which operates in the country of your permanent residence or nationality. The decision on residence permit with study purposes will be made within 15 days.

Request a student ID

After your arrival and enrolment, you will receive a Student Certificate (Student ID) at ELTE. First you will receive a temporary student card as it takes a bit longer time to arrange the regular (plastic) student card: <https://qter.elte.hu/Ugy.aspx>

Once you are registered in the Neptun system, you need to go to the Quaestura Office to get your student ID. Remember, first you have to enroll at the faculty, only then are you eligible for a student ID. If you have a student ID, you can get a students' monthly pass at BKV (Budapest Transport Company), which is way cheaper than the ordinary pass. You can also get a discount of 50% when travelling by bus or train in the country. Numerous museums and exhibitions accept this identification document and you can get further discounts at some restaurants and bookstores. It also reduces the price you have to pay when you are registering in some libraries or when buying tickets at some spas or baths.

+ Only for the recipients of a scholarship funded by the Hungarian Government (Stipendium Hungaricum)

Request your health insurance: TAJ card (www.elte.hu/en/health-insurance)

Students holding a Hungarian governmental scholarship are entitled to enjoy health care services according to the Act 53/1997 on the Eligibility for Social Security Benefits and Private Pensions and the Funding for These Services (point i) of section (1) of paragraph 16). They are entitled to have a social security card.

When you arrive in Hungary, make sure that you have a health insurance with you that you can use for health care services during your stay in Hungary.

If you are an EEA (EU member states, Norway, Lichtenstein, Iceland and Switzerland) student, it is advisable to apply for a European Health Insurance Card from your health insurance provider in your home country before you leave from home.

If you are a non-EEA student, you should take care about your health insurance on your own in your home country before you start your travel. After your arrival, you have the possibility to arrange a health insurance at ELTE for the semesters you spend at ELTE.

If you are a student with a scholarship offered by the Minister of Education in Hungary (including Stipendium Hungaricum scholarship), you are eligible for health care services in Hungary and you will receive a "TAJ card". With the „TAJ” health insurance ID, you are eligible to use the health services in Hungary: <https://qter.elte.hu/Ugy.aspx>.

Open a Hungarian bank account

In order to receive your scholarship, please open a Hungarian bank account and add it to the Neptun system. You may want or need to open a bank account in another EU country. If you study at ELTE with a Hungarian governmental scholarship (e.g., Stipendium Hungaricum), you are required to open a Hungarian bank account where your scholarship will be transferred. The bank is free to choose whether or not to accept your application. That is a private business decision for the bank. Before opening a bank account, the bank needs to get to know its potential clients. This may require more due diligence in assessing bank account requests from non-residents. Some banks may therefore have a policy not to accept non-resident costumers.

To open a bank account, you must present your passport and another identification document (such as driver's license, tax card, etc.). If you are a non-EEA student, it is usually necessary to have a valid residence permit and address card in order to open a bank account, although some banks allow foreigners to open an account with just the presentation of a passport.

In Hungary banks are typically open on weekdays from 8:00 a.m. until 4:00 p.m. Banks are not open on Saturdays except some branches in shopping centers.

Request a Tax Identification Number and Card

The National Tax and Customs Administration issues the Tax Identification Number and Card. In order to receive the scholarship, you are required to apply for these personally at any of the offices. If you study at ELTE with a Hungarian governmental scholarship (e.g., Stipendium Hungaricum), you are required to apply for a Tax Card after your arrival in Hungary. You need to request a Tax Card in person at the National Tax and Customs Administration (Nemzeti Adó- és Vámhivatal). First application for a Tax Card is free of charge. You are required to take with you your passport.

You need to pay taxes if you have a job in Hungary or you receive any other income from anyone in Hungary. For more information on tax obligations for foreigners, please visit the official site of the National Tax and Customs Administration (en.nav.gov.hu/taxation).

Further information at: www.elte.hu/en/student-finances/tax

Quaestura Office of Student Services

After your arrival in Hungary, you may need to arrange some administration in order to begin your studies at ELTE and finalize your legal status in Hungary. Quaestura Office will give you a helping hand during the administration procedure.

For more information on the services, please contact the Quaestura Office in the city center:

Address: 1053 Budapest, Ferenciek tere 6.

Opening Hours:

Monday: 9:00 - 13:00

Tuesday: 9:00 - 13:00

Wednesday: 12:00 - 16:00

Thursday: 9:00 - 13:00

Friday: 8:00 - 12:00

Quaestura Office at the Lágymányos Campus:

Address: 1117 Budapest, Pázmány Péter sétány 1/A, Building „North” Room 1.95

W: qter.elte.hu

or contact the colleagues at

E: quaestura@elte.hu.

Opening Hours:

Monday: 9:00 - 15:00

Tuesday: 9:00 - 15:00

Wednesday: 9:00 - 15:00

Thursday: 9:00 - 15:00

Friday: 9:00 - 15:00

VI. Academic Calendar 2024/2025

The academic year in Hungary starts in September and is built up of two semesters: autumn and spring semesters. Both semesters start with a registration period, which is followed by the study period and an examination period afterwards:

<https://www.tatk.elte.hu/en/AcademicCalendar?m=573>

THE GENERAL STRUCTURE OF THE YEAR

Semester 1 (Autumn)

- Registration period: early September
- Study period: early September – mid-December
- Examination period: mid-December – end of January/early February

Semester 2 (Spring)

- Registration period: early February
- Study period: early February – mid-May
- Examination period: mid-May – early July

In semester 1 (Autumn) usually there is a **one-week Autumn break** in October or November. In semester 2 (Spring) usually there is a **one-week Spring break** around Easter (March or April). **Summer vacation** lasts from the end of semester 2 (Spring) until the beginning of semester 1 (Autumn).

REMOTE TEACHING – USER’S MANUAL TO MICROSOFT TEAMS

<https://www.tatk.elte.hu/en/content/remote-teaching-user-s-manual-to-microsoft-teams.t.8048>

In case you have any questions or experience difficulties while accessing the platform, please turn to teams@elte.hu.

VII. Information about the campus

How to get to the campus?

The campus can be easily reached by public transportation. From the direction of Pest, trams 4 or 6 will take you to the campus (the name of the stop is: **Petőfi híd, budai hídfő**). From the Buda side, trams 4 or 6 are also the way to go, or you could also take bus 212.

Once you get off tram 4 or 6, you will see university campuses on both sides of the bridge: one of them is the BME campus, the other one is **ELTE Lágymányosi** campus. Facing towards the Danube, you should start walking **to the right** and you will reach the first ELTE building (Északi tömb). You could also approach the campus from another direction, the direction of Infopark, tram 1.



Campus facilities

Our campus provides various facilities to make your lives easier, including ATM machines (main entrance of Északi tömb), a library, Quaestura office, International Office, Student Union Office and buffets.

Libraries

ELTE University Library

Address: 1053 Budapest, Ferenciek tere 6.

E: info@lib.elte.hu

W: www.konyvtar.elte.hu/en

Tel: +36-1-411-6738

ELTE Faculty Libraries:

Every faculty of the university has its own library, and most of their institutes and departments have their own libraries as well. The library of ELTE TÁTK (the Social Sciences faculty) can be found in the basement (1117 Budapest, Pázmány Péter sétány 1/A -1.45).

<https://www.tatk.elte.hu/en/library>

Opening hours during the academic year:

Monday: 9.00-18.00

Tuesday: 9.00-18.00

Wednesday: 9.00-18.00

Thursday: 9.00-18.00

Friday: 10.00-15.00

Moreover, you can also access special books, related to the international relations major at the faculty, in Room 2.61 (for local reading).

Restaurants/buffets

... in the ELTE buildings:

Északi tömb (North Building):

- **1st floor buffet**
- ground floor buffet (**Campus Faloda**)

Déli tömb (South Building):

- **ground floor buffet** close to the side entrance

Restaurants/buffets at the campus:

- **Infopark** is the residence of several multinational companies, thus there are some places to eat there as well. You can find cafés and restaurants in buildings C, D and E.
- If you want a more authentic university lifestyle experience, check out **Kocka Büfé** (aka 'the Cube') on Magyar Tudósok körútja.

Restaurants/buffets close by (walking distance):

- **Zaiqa Cafe – Pakistani/Indian food** – 1092 Budapest, Ferenc krt. 36-ground floor 2, Pest side, take tram 4 or 6 heading to Pest and leave at Mester Utca Stop
- **BME** also has a **canteen** where you can eat a la carte or choose the daily menu.
- If you start walking towards Móricz Zsigmond körtér (Buda side), you will find many places to eat at on **Karinthy Frigyes street**.
- **Allee** shopping mall (last stop of tram 4 in Buda) has a wide variety of restaurants on its 2nd floor.
- The **market** next to Allee offers a huge variety of seasonal fruits and vegetables, moreover its 2nd floor gives space to a “canteen” where you can try traditional Hungarian food for a reasonable price.

Welfare and Community

The student handbook has a section on welfare needs and welfare counsellors, this is important information, read carefully. When you start the university give time to making friendship networks, these are important to coping with stress and challenges that university life can present. The Institute will be organizing social events, come along and join in. We are a community and we value cohesion, respect and support.