

**WELCOME AT MATE  
KÁROLY RÓBERT CAMPUS!**

**Academic year 2023/24**

# Educational/ non-educational issues

**Educational issues** (please see your educational coordinator, their names are on the 3. and 5. slide)

Any questions related to

- Enrollment
- Subject registration
- Subject recognition
- Issues with Neptun
- Student ID, student status certificate, transcript
- Thesis

**Non-educational issues** (please see Ms. Dóra Póka)

Any question related to

- Residence permit
- Bank account
- TAX number
- Public health insurance, private health insurance

# Non-educational coordinators, SH coordinators

## Office hours

HEAD OF INTERNATIONAL RELATIONS CENTER: Institutional Coordinator for Erasmus, CEEPUS	<b>Zsuzsanna Tarr, PhD</b>	<a href="mailto:tarr.zsuzsanna@uni-mate.hu">tarr.zsuzsanna@uni-mate.hu</a> Gödöllő, Main building, ground floor, room 29-31. Phone: +36 28 522 000 / 1017	Mon-Thurs 13:30-15:00
Stipendium Hungaricum Institutional Coordinator	<b>Csilla Kánai</b>	<a href="mailto:kanai.csilla@uni-mate.hu">kanai.csilla@uni-mate.hu</a> Gödöllő, Main building, ground floor, room 29-31. Phone: +36 28 522 000 / 1014	Mon-Thurs 13:30-15:00
International Coordinator (SH, DFP, FAO, MISP, Self-finance) Student Services - non-educational issues	<b>Judit Tallárom-Czingili</b>	<a href="mailto:tallaromne.czingili.judit@uni-mate.hu">tallaromne.czingili.judit@uni-mate.hu</a> Gödöllő, Main building, ground floor, room 29-31. Phone: +36 28 522 000 / 3882	Mon-Thurs 13:30-15:00
International Coordinator (SH, Erasmus+)	<b>Dóra Póka</b>	<a href="mailto:poka.dora@uni-mate.hu">poka.dora@uni-mate.hu</a> Gyöngyös, A Building, 1st floor 1.203 office Phone: +36 37 518-305	Mon, Wed, Fri 09:00-12:00

# International Relations Office - Gyöngyös

## Responsible for:

- ▶ 1. Scholarship student administration of Stipendium Hungaricum and Christian Young People scholarship programme by phone, e-mail
- ▶ 2. Residence permit administration
- ▶ 3. Tax number administration
- ▶ 4. Administration related to opening a bank account
- ▶ 5. TAJ card administration
- ▶ 6. Scholarship extension, postponement
- ▶ 7. Issuance of certificates to individual organizations, foreign partners and embassies
- ▶ 8. Program organizing for our international students
- ▶ 9. Up-to-date scholarship and event information for students (deadlines, tasks, rules, etc.)

# Educational coordinators

## Office hours

**Ms Ildikó VÉGH**  
Head of Study Registrar's

[vegh.ildiko@uni-mate.hu](mailto:vegh.ildiko@uni-mate.hu)

Gyöngyös, A Building, groundfloor

Phone: +36 37 518-307

Mon, Wed, Fri

09:00-12:00

**Mrs Barbara Tátrai Biro**  
Study Administrator

[tatraine.biro.barbara@uni-mate.hu](mailto:tatraine.biro.barbara@uni-mate.hu)

Gyöngyös, A Building, groundfloor

Phone: +36 37 518-481

Mon, Wed, Fri

09:00-12:00

1. Issuance of certificates - certificate of student status, transcript of records, certificates related to studies / self-finance procedure / credits obtained, certificates requested by embassies, certificate of continuing studies in English, diploma certificates
2. Applying for a student card, receiving a student card, validating a student card
3. Admission assistance
4. Answering questions related to studies
5. Assistance with applications
6. Dealing with problems with the Neptune system
7. Issues related to scholarships and housing benefits

# Other useful contacts

## Office hours

**MATE Dormitory  
Director - Gyöngyös**

Mr Márk Lakatos

[Lakatos.mark@uni-mate.hu](mailto:Lakatos.mark@uni-mate.hu)

**Library in Gyöngyös**

Ms Lilla Gyurgyik

[konyvtar.gyongyos@uni-mate.hu](mailto:konyvtar.gyongyos@uni-mate.hu)

Mon, Wed

8:00-14:00

Tue, Thurs

10:00-16:00

Fri

8:00-13:30

# Mentorship

- ▶ The members of the KRC HÖK are primarily the institutionalized organization of student interest representation within the campus.
- ▶ Ms Anna Orsolya Bazsó - Representative for foreign affairs  
[bazso.anna.orsolya@stud.uni-mate.hu](mailto:bazso.anna.orsolya@stud.uni-mate.hu)

# MATE Károly Róbert Campus International Fb group

MATE Károly Róbert Campus International  
Fb group:

<https://www.facebook.com/groups/522058731474083>





# NEPTUN

Your **education related issues** are registered in NEPTUN SYSTEM.

For activation of your Neptun profile, please, follow the instructions:

<https://en.uni-mate.hu/neptun-system>

Please, **activate your MATE ID** as well:

<https://joker.uni-mate.hu>

<https://en.uni-mate.hu/mate-authentication-wifi-e-learning-email->

# Neptun Education System

- ▶ A useful video on how to use Neptun can be found on the link below:
- ▶ [https://www.youtube.com/watch?v=Cz\\_mf6Y98Ec](https://www.youtube.com/watch?v=Cz_mf6Y98Ec)



[www.neptun.uni-mate.hu](http://www.neptun.uni-mate.hu)

Hungarian University of Agriculture and Life Sciences



**Student** MATE\_WEB04\_HALLGATOI(486)

Language:   

Login name:

Password:




Verzió: 2022.2.5 (7/20/2022)  
Supported browser:  
Microsoft Internet Explorer 9.0+ ; Mozilla Firefox ; Google Chrome

## Latest News

[Advantages of using bank card payment method in Neptun](#)

( 4/20/2022 3:04:52 PM )

## Downloadable documents

 HWEB\_Neptun\_User\_Guide\_4.6.pdf

( 9/5/2019 8:00:00 AM )

## Useful

# Education related tasks or issues

- Enrollment
- Subject registration
- Subject recognition
- Forms of subject assessment
- Exams
- Number of credits to be completed
- Need a document
- Student ID

# Enrollment from August 25th- September 4th

The image shows a screenshot of the NEPTUN web application interface. At the top left, the NEPTUN logo is visible. Below it, there's a navigation bar with tabs for 'Education Admin.', 'Neptun Meet Street', 'My data', 'Studies', 'Subjects', 'Exams', 'Finances', 'Information', and 'Administration'. A green banner at the top right contains the text: "Now comes the **Enrollment** and the **Registration** for the relevant semester." Below the navigation bar, the 'Administration' menu is open, showing options like 'Enrollment/Registration', 'Dormitory application', 'Module selection', 'Final exams', 'Requests', 'Request estimation', 'Student Card request', 'Questionnaires', 'Student loan request', and 'Switch studies'. A green hand icon points to the 'Enrollment/Registration' option. Below this, the 'Enrollment/Registration' page is shown, featuring a 'Statement on term status' section with radio buttons for 'Active' (selected) and 'Passive'. A green hand icon points to the 'Save' button at the bottom of this section. A green box at the bottom left contains the text: "Administration → Enrollment/registration".

Administration → Enrollment/registration

# Subject registration from August 25th- September 11th

Subjects/Register for subjects

## Some more helpful hints for the bilingual Neptun:

- **H** (short for Hétfő) = **Monday**
- **K** (short for Kedd) = **Tuesday**
- **Sze** (short for Szerda) = **Wednesday**
- **Cs** (short for Csütörtök) = **Thursday**
- **P** (short for Péntek) = **Friday**

sure you have the right  
er and the "Curriculum."

Tick and save.



## Subject registration additional information

- Please keep in mind that any subject can be registered only once for free of charge.
- If you cannot complete a certain subject, the second registration is 2000 HUF.
- Pay attention to the preliminary requirements of subjects during your studies!
- We recommend you to take the subject by the method of the model curriculum. In the fall semester of the 2022/2023 academic year, the subjects prescribed for the first semester must be taken.
- You can find the model curriculum here:  
Neptun→Studies→Curriculum
- After the subject has been taken, it will immediately appear in the Timetable information when the classes will take place.



# Subject recognition process

- If you have a subject **completed during previous studies**, and you would like to get it recognized, the process is the following:
- You have to submit a request in Neptun.
- Choose **”Studies”** menu, then **Curriculum**.
- The right curriculum has to be chosen, then choose **”list subjects”**. At the end of the row, click on **+**, and choose submitting request.
- For **students transferred from another HEI**, or former graduated students of another HEI : 3.000 HUF/subject;
- for **former students of MATE**: free of charge
- The fee is transcribed after decision.

HEI: Higher Educational Institute





# Forms of **subject assessment, participation in classes** - extract

Please read our **regulation** carefully!

## 3.2. Forms of subject assessment 3.2.1. Signature, end-of-semester signature Section 47 (47.§) PAGE 57

(1) The **end-of-semester signature** is a recognition of the fulfilment of the study requirements of the given subject during the semester, and in case of a subject to be completed by another assessment method, it is one of the conditions for registering for the examination. The conditions for obtaining the signature must be defined in the study requirements for the subject by the subject leader, including the conditions for rejecting it and for the repeated attempt to obtain it.

## 2. Participation in classes Section 45 (45. §) PAGE 55

(1) **Lecture attendance** is an integral part of the learning process but **students cannot be required to attend lectures** by administrative means.

(2) **Participation and fulfilment of practical requirements in practices, seminars, laboratory practices, field practices (study visit, workshop) are mandatory.**

(3) The **permissible extent of absence** from the types of lessons referred to in paragraph (2), regardless of whether justified or not, is one quarter of the classes of the given subject in full-time work schedule, rounded to the nearest whole number according to the rounding rules; in case of correspondence work schedule, it is one third of practical classes, seminars, field practice classes, laboratory classes. **If the absence rate exceeds this, the subject leader shall refuse to sign the semester.**



# EXAMS

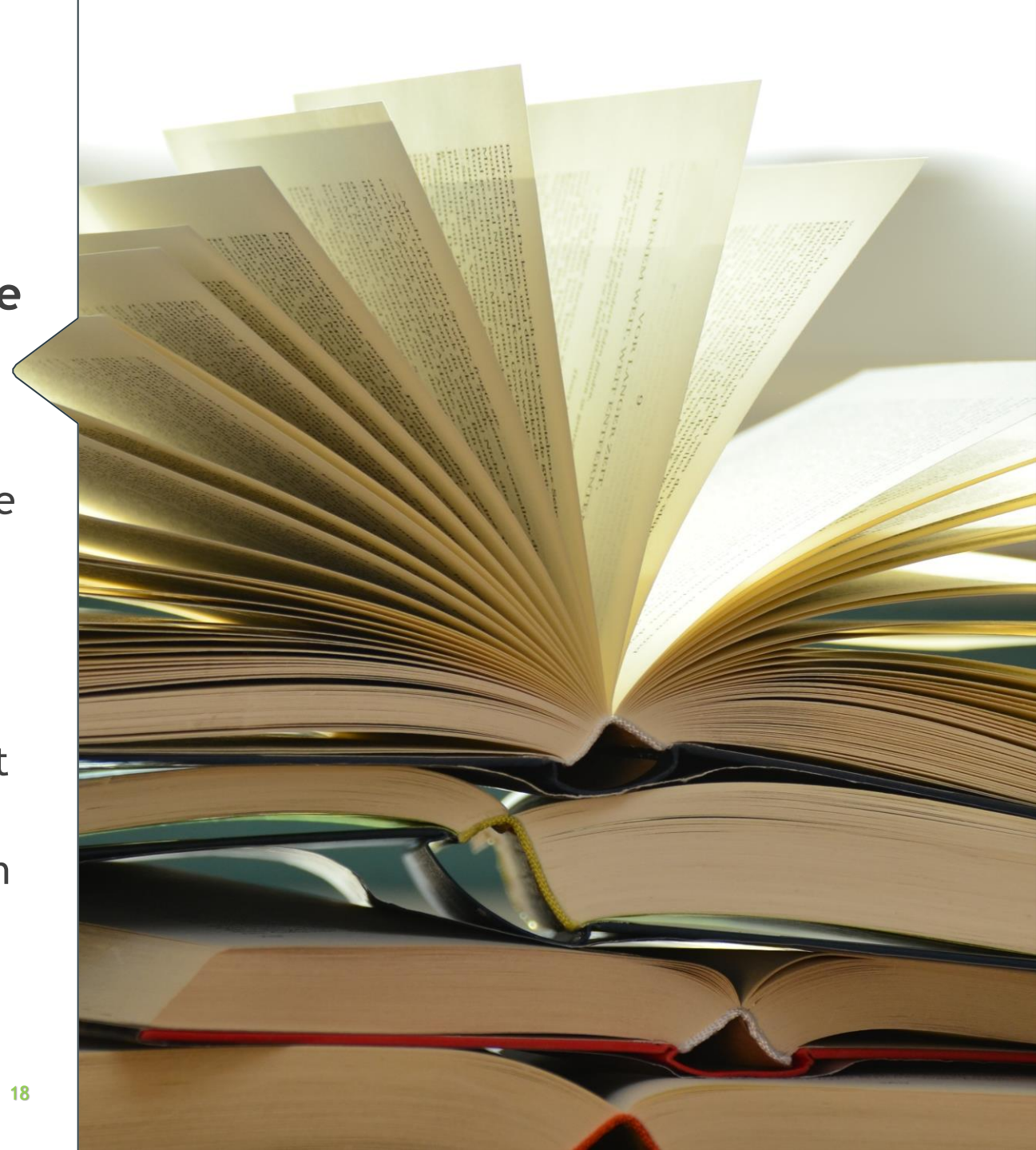
Exam registration is available **until the day before the exam takes place** until 12 o'clock. (noon)

**Example:** Test on Tuesday, registration closes on the Monday before at 12 o'clock (noon)

**A signature** registered in Neptun is a must, otherwise you are not able to register for the exam.

- If a student fails the exam, the **first retake is for free of charge**, but **before the second retake** 2000 HUF exam fee has to be paid.
- If you have any active debt in Neptun, you are not able to register for any exams.
- If you pass an exam but you are not satisfied with your result, the grade can only be improved in the same semester.

Keep in mind that **final examination** otherwise known as **graduation examination** has different rules.



# CREDITS

- ▶ The **minimum number of credits** to be completed is 210 on BSc level and 120 on MSc level, until the end of your studies.
- ▶ In case of a preparatory programme, 60 credits has to be completed.
- ▶ Make sure that you complete the minimum credit number of  
A (mandatory/obligatory)  
B (mandatory elective)  
C (optional) subjects, as it is described in your curriculum.



## How to check it

Neptun (Studies->curriculum)

choose every subject,

click ... icon

list subjects

Click on ' name ' to see the number of credits

Name  ▲	Credit	Recommended term
<a href="#">Elective Subjects</a>	6	2
<a href="#">Elective Subjects</a>	10	3
<a href="#">Elective Subjects</a>	9	4
<a href="#">Optional Subjects</a>	3	3
<a href="#">Optional Subjects</a>	3	2

# NEED A DOCUMENT

- Student status certificate
- Transcript

In NEPTUN choose Administration menu/Requests/Application for printed document or write an email to your international coordinator.

- Syllabus

Find it in Neptun (Subjects/Registered subjects, click + at the end of the row, then download syllabus)

or write an email to the professor in charge.

MATE Phonebook: [www.telefonkonyv.uni-mate.hu](http://www.telefonkonyv.uni-mate.hu)



After your arrival you will get a **temporary Student ID from the Registrar's Office**. It entitles you to buy a student ticket at a **discount price for public transportation** incl. monthly passes, student entrance fees in exhibitions, museums, concerts etc. The temporary student ID is valid for 2 months. Before it expires, please go to the Registrar's Office to ask for a new one. Temporary student ID is equivalent to the student card.

**Temporary student ID can be issued once**, you have to apply for a plastic ID card.

You have to apply for **permanent Student ID (student card) at Governmental Offices (Kormányhivatal – Okmányiroda) for free**.

**Required documents:**

- passport
- student status certificate (in Hungarian!)

1) The officers will take a photo of you, and issue a document: a **NEK data sheet** with a so-called **NEK code**.

**The student ID application should be registered in your NEPTUN account under**

- Administration / Student card request / "Add new"

You have to type in the NEK code/identifier (NEK kód) that you can see on your NEK data sheet in the top right corner. Type without hyphens and click on **SAVE**.

2) Your **NEK data sheet** has to be **uploaded into your Neptun account** either in pdf or in jpg format:

- Information > Documents > Upload document >> Choose "NEK adatlap" from the drop-down menu >> Upload file > Save

**IMPORTANT:** All data, names, address etc. on your NEK data sheet should be identical with your data in NEPTUN and in your passport!

# STUDENT ID



- ▶ ADDRESS of the Governmental Office (Kormányhivatal – Okmányiroda) in GYÖNGYÖS: Gyöngyös, Kossuth Lajos u. 37.
- ▶ Mon 8:00–18:00
- ▶ Tue 8:00–14:00
- ▶ Wed 8:00–18:00
- ▶ Thur 8:00–16:30
- ▶ Fri 8:00–13:30
- ▶ You are going to get a data sheet with a „NEK IDENTIFICATION” number.
- ▶ Steps to fix this number into the NEPTUN system:
- ▶ Administration→Student Card request→Add new→



❖ NEK identifier:

❖ Demand type:

❖ Training:

❖ Street address:

It is necessary to fill in the secondary institution field if you are a student of another higher education institution as well and you would like to indicate it on the requested student card.

❖ Secondary institution:

❖ Printing code of the secondary institution:

Write the NEK number here

Choose the first application option

Address of the dorm or apartment where you live

Push the Save button

# ACADEMIC CALENDAR and useful websites

# ACADEMIC CALENDAR

Available on the website of the  
Directorate of Education  
([oig.uni-mate.hu](http://oig.uni-mate.hu)):

<https://ed.uni-mate.hu/academic-calendar>





**en.uni-mate.hu**

**Read for**

- General information
- **News**
- Information on **SCHOLARSHIPS**
- **Practical matters**

**oig.uni-mate.hu**

**Read for**

- MATE
- **Organizational and Operational Regulations**
- Academic calendar
- Electronic requests
- Tuition fee information

**telefonkonyv.uni-mate.hu**

**Read for**

Contact details of professors.

It is the phonebook of the university.

# Stipendium Hungaricum Scholars -useful information

<https://stipendiumhungaricum.hu/>

# STIPENDIUM HUNGARICUM SCHOLARS

## CHANGING STUDY PROGRAMME / LANGUAGE / INSTITUTION

In case you want to change your study programme and/or the language of instruction and/or the institution you have to submit a request to **Tempus Public Foundation** ([stipendiumhungaricum@tpf.hu](mailto:stipendiumhungaricum@tpf.hu)) attaching the following documents:

- ▶ - an **approval letter** signed by the head of your current institute
- an **acceptance letter** from the new institution (*in case you want to change only the language of instruction, there is no need for this*)
- a **support letter** from the sending partner (authority) in your home country
- ▶ **Deadline: in autumn semester: 1st December**  
**in spring semester: 15th May**

# STIPENDIUM HUNGARICUM SCHOLARS

## ► EXTENSION

In case you want to extend your studies, according to the **Operational Regulations**, you have to submit your request for extension **to the university** (by filling in the following form: <https://limesurvey.szie.hu/index.php/283126?lang=en>) and, at the same time, **to the sending partner (authority) in your home country**, but you do not have to wait for their approval since they will be contacted by Tempus directly.

The following documents must be attached (uploaded) to your request:

- **support letter** signed by the head of the institute
- **transcript of records** (list of subjects you have completed)

Deadline within the university in autumn semester: **15 November**, in spring semester: **30 April**

**Please, note:** *„During the extension period, scholarship holders may not receive a scholarship or housing allowance. This shall first be applied to students starting their studies in the 2020/21 academic year in an ascending order.”* (see [Operational Regulations III.4.1.](#))

In case you have questions, you can contact us at [sh@uni-mate.hu](mailto:sh@uni-mate.hu)

# CREDIT MINIMUM FOR SH scholars

- ▶ [stipendiumhungaricum.hu](http://stipendiumhungaricum.hu) **Scholarship holders menu, Rights/obligations**
- ▶ **III.3. Further Obligations of the Scholarship Holders**
- ▶ 6. The scholarship holder is, unless otherwise provided by the institutional regulation, **require to fulfil the study, examination obligation and curriculum development by earning at least eighteen credits (i.e., earns a total of 36 credits)** on the average of the last two (continuous) semesters in which the student is not suspended (minimum credit requirement). The recognised credits shall be always considered separately.
- ▶ 7. If during the academic year it is determined that the scholarship holder has not obtained the required number of credits, the institution shall terminate the scholarship status and inform the Public Foundation without delay.
- ▶ 8. The credit minimum requirement applies to those commencing their tertiary education studies within the SH programme in or after the 2018/2019 academic year.

# Obligations Related to Learning Hungarian as a Foreign Language and Culture for SH scholars

## III.2. Obligations Related to Learning Hungarian as a Foreign Language and Culture

- ▶ 1. A scholarship holder in full-time foreign language bachelor's and master's courses (including also one-tier master's degree) **is required to attend the Hungarian as a foreign language and culture course** (hereinafter referred to as the Hungarian abbreviation: MID) provided by the host institution **in the first year of their studies in the SH Programme.**
- ▶ 2. Should the scholarship holder fail to fulfil its obligation under paragraph 1, the amount of the scholarship fixed in Section III.1.2. b) i) of the Operational Regulations shall be reduced. Cases and rates of scholarship reduction are detailed in the Implementation Guide.

# HEALTH RELATED ISSUES

- Public health insurance (TAJ card)
- Private health insurance
- MATE's General Practitioner
- DENTIST
- Emergency issues

# Public Health Insurance - TAJ

## ONLY FOR SH,DFP,SCYP Scholars

Your non-educational coordinator arranges your application for a TAJ number and you will be informed in an email about

- ▶ what your number is
- ▶ when your card is available in IR Office.

### Checklist:

- ▶ Copy of address card stamped by the Immigration Office, residence permit and passport
- ▶ student status certificate issued within 30 days
- ▶ Letter of award from Tempus Public Foundation
- ▶ application form



<https://en.uni-mate.hu/web/hungarian-university-of-agriculture-and-life-sciences/health-insurance>

▶ **Institutional agreement with UNION for SH / SCYP /DFP scholars**

**How to apply, how it works:**

- ▶ Your non-education coordinator arranges your becoming a beneficiary.
- ▶ For self-financed students: it is your responsibility.

# TAX NUMBER

For **SH, SCYP, DFP scholars**, and for those who **have student jobs** it is **OBLIGATORY** to have a Hungarian tax number.

- It does not expire.

**Info: I will guide you personally to get the number and then please bring the certificate - with the tax number - to BARBI**

## Checklist:

- Application form (available at tax authority or in IR Office, Gyöngyös)
- Address card
- Student Status certificate (in Hungarian)
- Copy of passport

**TAX number has to be registered in your NEPTUN account.**

Finances / Settings / Add bank account number / Save

MATE's general  
practitioner  
**Dr. Judit Nagy**

Gyöngyös, Városkert u. 12

**Monday 8.00 - 12.00**  
**Tuesday 13.00 - 15.00**  
**Wednesday 8.00 - 12.00**  
**Thursday 13.00 - 15.00**  
**Friday 8.00 - 12.00**



# DENTIST

## Zsuzsanna Varga MD

3200 Gyöngyös, Batthyány Lajos tér 21-23.

If you have a TAJ card, the dental care or surgery are

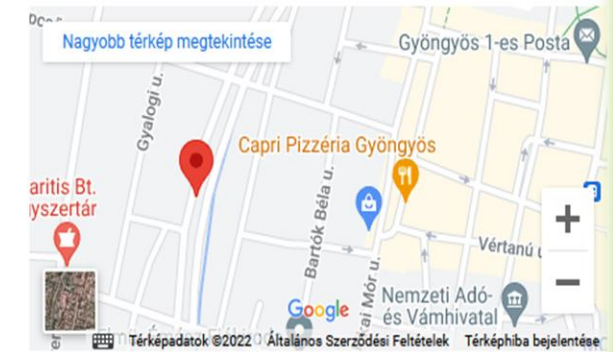
**WE WILL HELP YOU TO MAKE AN APPOINTMENT**

## Fogorvosi ügyelet



Cím: 3200 Gyöngyös, Batthyány Lajos tér 21-23.

Telefon: 06 37/302-183



## Watti Said MD

3200 Gyöngyös, Belváros tér 4.

If you **DO NOT** have a TAJ card, the dental care or surgery  
MUST BE PAID



# EMERGENCY ISSUES

Such as broken leg, or when  
surgery is needed:

## **Emergency Care**

Gyöngyös, Dózsa György u.  
20-22.

**In case of a private health  
insurance, check your card  
and dial the number  
indicated on the card.**



## **Bugát Pál Kórház**

3200 Gyöngyös, Dózsa György u. 20-22

Telefon: 06 - 37 / 312 - 491

E-mail: korhaz@bugatpal.hu

Within the framework of emergency care, we ensure 24 hours a day that in serious, life-threatening cases requiring immediate intervention, the examination and primary care are carried out immediately at the same location. In this way, an accurate diagnosis can be made in the shortest possible time and the healing work can begin. After primary care, the patient receives further treatment depending on the nature and condition of his complaints at the site of an internal medicine or surgical specialty.



**THANK YOU FOR YOUR ATTENTION!**