



**Budapest
Business
University
Welcome
Guide**

**Fall Semester
2023/24**



Welcome to Budapest Business University!

Congratulations on being accepted and taking the first steps of an amazing new journey with BBU! Starting a new life in a new country is just as challenging as exciting. With this short guide our aim is to give you a warm welcome and make your first time in our beautiful capital a wonderful experience.

UPON ARRIVAL

Getting to the city & public transport

Getting to Budapest from the airport

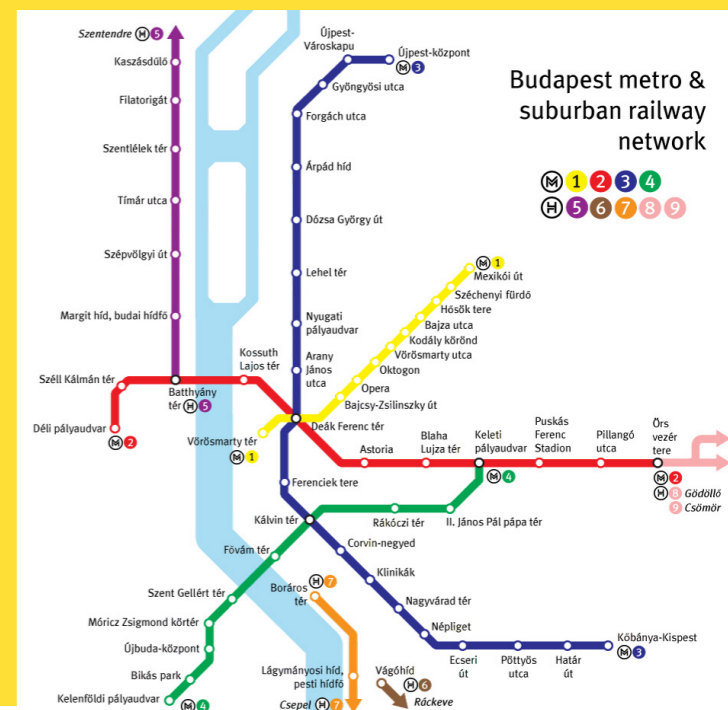
If you arrive in Budapest by airplane to Liszt Ferenc International Airport, you can get to the city by public transport. You can choose between two options:

- Bus 100E – city center (2.200 HUF)
- Bus 200E - Kőbánya-Kispest and then metro line 3 to Deák Ferenc tér station. (350 HUF)

Bus tickets can be purchased at BKK's Customer Service Centre or BKK Ticket Machines. Alternatively, you can take a taxi (10,000 – 15,000 HUF) to the city center.

Getting to Budapest from the railway station

From the train stations you will have available the metro or the tram. You can buy tickets from the purple ticket machines. From Keleti train station you can take metro 2 in direction of Déli Pályaudvar.



Public transport guidelines

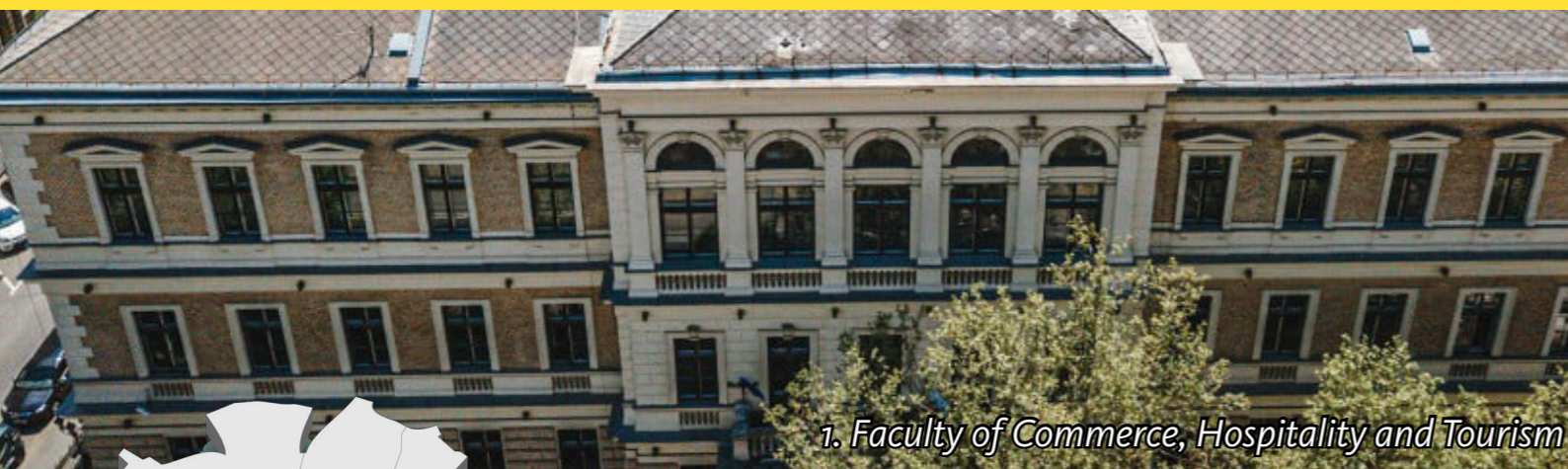
Single tickets are valid for one trip (costs 450 HUF). Alternatively, you can also purchase a Budapest travel card, available for 24 or 72 hours or 7 days, depending on which one you choose.

Students can buy the monthly pass with a discount, which costs 3450 HUF. This type of pass is valid for students in higher education who have a valid student ID card issued either in Hungary or any other member state of the European Union. You can buy this pass at the ticket office, or machines.

Another convenient way to buy any type of tickets or passes is the [Mobiljegy app](#), where you can buy e-tickets.

Getting to your campus

The different faculties of Budapest Business University are located all over Budapest. You can reach all of them with Metro line 2 and/or bus. Make sure to check Google Maps before coming to the university to figure out which is the easiest journey for you.



1. Faculty of Commerce, Hospitality and Tourism



2. Faculty of Finance and Accountancy



3. Faculty of International Management and Business

COMING TO HUNGARY

Some useful tips



- We advise you to prepare for a four-season climate - both with light and warm clothes



- We advise you to bring with you your necessary medicaments - if you use any



- Before your arrival, it might be useful to get familiar with a few rules of etiquette — some written, some unwritten — that you'll want to pay attention to. You can find some useful tips here: [Hungary - Language, Culture, Customs and Etiquette \(commisceo-global.com\)](http://commisceo-global.com)



- Do the packing in a smart way: Create a Travel Packing List and do not forget about your documents. It is a wise idea to have second copies, just in case. Have your essential items in your hand luggage, bearing in mind that your suitcase can get lost.

COMING TO HUNGARY

Some useful tips



- Bring with you all your official documents - It is best to be prepared for any request you might receive from the Hungarian authorities or the university. Therefore, it is highly recommended to make also a few copies of your original documents.
- Plan your budget - It is very important to bring with you a sum of money to cover your initial expenses for the first two months. Please expect to spend more at the beginning! On average 600-700 EUR will cover your food and accommodation.
- Decide in advance where you would like to stay during your studies and make sure you have an official contract with the landlord if you choose your own flat (including two witnesses, proper English translation, all relevant information included, such as the period of stay)



LIVING IN HUNGARY

First steps and general information

Important telephone numbers in case of emergency:

- General emergency service phone number: 112
- Police: 107
- Ambulance: 104
- Fire service: 105

To call these numbers is free of charge.

Medical emergency

If you find yourself needing emergency medical assistance you will need your European Health Insurance Card (EHIC) and your ID. This will allow you to receive treatment in the same conditions as Hungarian insured persons.

Stipendium Hungaricum students should apply for a TAJ card upon arrival. You will receive information about this in October. This is your social security and health insurance card. You are also eligible for supplementary (private) health insurance.

We recommend using the medical services of Semmelweis Egyetem.

If you need a dentist, there are several that will accept your EHIC card and you will receive treatment free of charge. We recommend going to Semmelweis Egyetem, Fogászati és Szájsebészeti Oktató Intézet (Address: Budapest, Szentkirályi u. 40, 1088).

In Budapest there are several 24 hour pharmacies. You might need a prescription issued by a doctor.

Getting a Hungarian SIM card

There are three main network operators in Hungary (Vodafone, Yettel and Telekom). Each provider offers multiple packages and affordable rates and all of them have shops in the big shopping malls. To be able to sign a contract you will need your passport, a rental contract (either from the dormitory or your landlord) and a certificate confirming your student status.



Money matters

The official currency in Hungary is the Hungarian forint (HUF). Check [OANDA](#) for the latest exchange rates. Credit cards and debit cards, such as Visa and Mastercard are widely accepted in nearly every major hotel, restaurant, and shop. In certain shops, you might find prices quoted in EUR, however taking into consideration that the conversion rate is almost always poor, you might end up paying more than you should. It's best to use forint for your everyday purchases. You can easily find exchange offices around the city.

It's a good idea to have a Hungarian bank account to manage your finances while studying in our country. Luckily opening one should be quite easy to do. We recommend you choosing OTP, which is the largest bank in Hungary, but other options (CIB, Erste, Raiffeisen etc.) are available as well. You will need your valid passport to open an account although banks may also require an address card and a valid permit to process your request. If you decide to use international cards, you may use Revolut or Transferwise and exchange forint from your own currency.



Legally staying in Hungary –

The residence permit (for non-EU citizens)

„D” type visa picking up the first residence permit – newcomer students

Third-country nationals, who submitted their application at a Hungarian Consulate abroad and hold a type D visa, must do the following.

1. Apply at the Consulate and wait for your visa
2. Travel to Hungary with the type D visa
3. You can claim the issued residence permit at the university. More info about this later. You are NO longer supposed to visit the Immigration Office.
4. Your e- certificate of accommodation will be sent to you electronically.

Third-country nationals, who already stay in Hungary and extend their residence permit

If you move to a new accommodation, you must report the change EnterHungary within 3 days'. More info here: http://oif.gov.hu/index.php?option=com_k2&view=item&layout=item&id=2058&Itemid=2330&lang=en

To renew the residence permit, please follow the steps here: http://oif.gov.hu/index.php?option=com_k2&view=item&layout=item&id=2060&Itemid=2332&lang=en

These are the current regulations, you are supposed to check the latest news and rules at: http://oif.gov.hu/index.php?option=com_k2&view=item&layout=item&id=2068&Itemid=2320&lang=en





Notifications:

The week of classroom tests is a period for written examinations for courses with a large number of students. The organization of the above mentioned is optional and the decision is at the discretion of the faculty.

The Hungarian academic credit system is an ECTS-compatible system. The calculation of the credits is based on the number of working hours of the student (one credit is 30 student working hours on average). Students' study achievements are evaluated according to a five-grade scale where the grades are as follows: 1 - fail, 2 - sufficient or pass, 3 - medium or satisfactory, 4 - good, 5 - excellent



Electronic systems: NEPTUN, COOSPACE, MODULO and WIFI

Students can manage study matters online, through the NEPTUN system (e.g. registering for the semester, registering for subjects and exams); they can trace their performance (electronic grade book), finances (e.g. scholarships, student credit) and can manage many other matters in a few clicks, instead of standing in long lines such as applying for a student card.

COOSPACE is an online learning environment, which has useful functions for students. It makes communication among students and professors easy and fast. The personal document storage space makes it possible to store and organize all the source materials of your courses and subjects into folders.

Your access codes are the same as those you use for all the other digital platforms of the scuniversity. When you have entered the site, on the main page you can see those sections which have been created by the teachers/professors. It is recommended that you use your own calendar on the right side of the main page so that you can keep track of deadlines.

MODULO is a web based system to support dealing with official matters. Students can easily deal with their official matters by filling in electronic application forms. (Certain rules of course must be complied with – e.g. the deadlines of submission should be kept, the required documents should be attached, etc.) Students may submit applications regarding several matters. The applications are assessed by the competent committees or persons. Certain applications are specifically have to be submitted via Modulo.

Wifi with Eduroam

You can use WIFI at each Faculty of BBU. There is internet connection in the dormitories as well. You can easily access the system by using your neptun code@unibge.hu and your password.

2023/2024 FALL SEMESTER

AT BUDAPEST BUSINESS UNIVERSITY

Teaching period	4th September – 16th December 2023
Registration period	28th August – 10th September 2023
First day of classes	11th of September 2023
1st week of classroom tests (midterm exams)	30th October - 4th November 2023
2nd week of classroom tests	11th – 16th December
Exam period	18th December 2023 – 27th January 2024



Administrative tasks

Activate your semester – **THIS SHOULD BE DONE BEFORE YOUR ARRIVAL!**

You will need to set your 2022/2024/1 (Fall) semester's status to active otherwise you cannot start your studies. To do that you need to log in to Neptun clicking on the Administration/ Enrollment/Registration menu, then at the row of 2023/2024/1 click on the „+” and click on Enroll. Afterwards a window pops up and gives you two options. You have to choose ACTIVE, don't forget to click on the save button. You can only set your status to active if you have already registered for at least one course! You will need to do this between the 22nd of August and the 28th August and 10th September.

NEK Identifier

The first step of getting a permanent student card is to have a NEK identifier. You have to visit a Government Office (Kormányablak) to get a NEK identifier (do not forget to take your passport with you). Tell the officer that you would like to apply for a student card. They will take a photo of you and have your main data registered. You get a form with a unique code in the top right corner called NEK identifier. Please double-check all your data on the issued NEK document!

Governmental Offices:

[Near FFA](#)

[Near FCHT](#)

[Near FIMB](#)

Requesting a Student Card

(not for exchange students)

After your arrival to Hungary, it is necessary to request a student card that will certify your student status. This will also entitle you to the same reductions as Hungarian students: on public transportation tickets, museum entrance fees, library memberships and various other discounts. The first step is to log in to Neptun, click on “Administration/ Student Card Request” then click on the black button 'Add New'. A window pops up, this is where you need to enter your NEK identifier number without dashes (e.g.: 000000-XXX000-1111 -> 000000XXX0001111).

For type of demand choose first application, then click on the save button. After this, you are eligible for a temporary student card.

Temporary Student Card

(for exchange student and full time students)

You can get a temporary student card at the Student Services Office of your Faculty until your permanent student card is ready. The document is valid for 60 days, so pay attention to the expiration date. You can ask for a new one at the Student Services Office.

When you receive your permanent student card, please make sure it is validated by a sticker on the backside. The permanent card is NOT valid without a sticker and it must be validated each semester. Without a temporary or a permanent student card you are not eligible for a student discount for the public transportation passes, or entries to museums and such.



Who to turn to?

During your studies your Faculty's **Student Services Office** will be helping you with study-related issues. These include the following:

- Questions related to registration and semester log-in,
- Information on legal and institutional rules affecting student status,
- Issuance of certificates related to student

legal relations, certificates related to public administration bodies, and other certificates,

- Issues related to admission, course admission, and examination,
- Advising on study matters, advancing studies,
- Issuance of student ID cards, validation stickers, and administration of temporary student ID cards,
- Assistance in solving technical and other problems related to the Neptun, Modulo, Coospace, and Moodle study systems

Faculty of Commerce Hospitality and Tourism

studentservices.fcht@uni-bge.hu

Faculty of Finance and Accountancy

studentservices.ffa@uni-bge.hu

Faculty of International Business and Management

studentservices.fimb@uni-bge.hu

	Morning	Afternoon	Morning	Afternoon	Morning	Afternoon
Monday	11:00-14:00		9:00-11:30	closed	11:00-14:00	
Tuesday	closed		closed	12:30-16:00	closed	
Wednesday	9:00-16:00		9:00-13:00	closed	9:00-16:00	
Thursday	video service (9:00-11:00)	12:30-16:00	9:00-16:00		video service (9:00-11:00)	12:30-16:00
Friday	9:00-11:30	closed	video service (9:00-11:30)	closed	9:00-11:30	closed
Saturday	Based on prior information		Based on prior information		Based on prior information	

You can also contact the staff of the International Relations and Mobility Office regarding the following matters:

1. Fee-paying students:

- inquiries about the application procedure
- applying for and extending the residence permit
- questions related to health insurance and services
- questions about accommodation

2. Scholarship-holders:

- inquiries about the requirements of the scholarship programme (application procedure and during the studies)
- details about rules and regulation in connection with the scholarship status
- submitting requests for extension, change of institution/programme or equity
- questions related to accommodation
- questions about the supplementary health insurance and the national health card (TAJ)
- applying for and extending the residence permit

Main contacts of the International Relations and Mobility Office:

sh@uni-bge.hu (scholarship-holders)

Studyinfo@uni-bge.hu (fee-paying students)

Useful apps

1. Budapest GO if you do not want to miss your class or the be late from a date. We recommend Budapest GO specifically because it has real-time upcoming departure times and some useful functions, such as ticket vending and water fetching locations (in Hungary you can drink tap-water!). Use Maps/Google map first to search for routes (since it's quicker to search in these apps than in GO), then use Budapest GO to check real-time upcoming departure times.

Apple: <https://apps.apple.com/hu/app/budapestgo/id916193835?l=hu>

Google Play: <https://play.google.com/store/apps/details?id=hu.webvalto.bkkfutar&hl=en&gl=US>

2. Neptun. The app is a bit slow to load, but it is really helpful in checking your Messages and Calendar. (You can do this on your laptop/computer, but an app on your phone can be more convenient). Most of the time the emails you receive from the university via Neptun will be sent to your email address, but in this case, it takes a bit of time for the message to show up in your email inbox (such as Gmail). Checking these messages directly from Neptun will keep you up-to-date with any new changes/last minute announcements.

Apple: <https://apps.apple.com/hu/app/neptun/id1046455470>

Google Play: <https://play.google.com/store/apps/details?id=hu.SDA.NeptunMobile.Android&hl=en&gl=US>

3. Xe for currency transfers and to know the conversion rates. Using Forint will be challenging in the first weeks and you will want to compare prices all the time. This is a great app to do so.

Apple: <https://apps.apple.com/hu/app/xe-currency-money-transfers/id315241195>

Google Play: <https://play.google.com/store/apps/details?id=com.xe.currency&hl=en&gl=US>



Sightseeing

There are many cultural landmarks to visit once you arrive to Budapest, here are a few of the most popular.



Join our BBU
International [Facebook Group](#).

Follow us
on [Instagram](#) and [Facebook](#).

See you soon in
Budapest! :)